



Louis M. Groen Nature Preserve Otsego Lake County Park Irontone Springs Wah Wah Soo Libke Fields Community Center  
Monday, July 13, 2015 6 p.m. Otsego Lake County Park

**Call to Order:**

**Roll Call:**

**Members Present:**

**Members Absent:**

**Approval of Previous Minutes:**

**Public Comment:**

Bonnie Miller – Louis M Groen Nature Preserve

**Budget:**

**Bills:**

**Director's Update:**

- A. Louis M. Groen Nature Preserve
- B. Community Center
- C. County Park
- D. Wah Wah Soo
- E. Irontone Springs
- F. Libke Fields
- G. Other

**Old Business:**

- A. Broken Shower Room Door and Door Frame: Mister T's
- B. Signs for Irontone Springs, Wah Wah Soo and County Park
- C. Other

**New Business:**

- A. Modification of Community Center Monitor Job Description
- B. Removal of Playground Equipment at Community Center
- C. After School Program: Employees, Fee Structure, Policies, Handbook, Ages of Participants



Louis M. Groen Nature Preserve Otsego Lake County Park Irontone Springs Wah Wah Soo Libke Fields Community Center

D. Other Business not on Agenda

**Commissioner Comments:**

**Next Meeting:** Monday, August 10, 2015 at 6:00 p.m. at the Otsego County Community Center.

**Adjournment:**



Louis M. Groen Nature Preserve Otsego Lake County Park Irontone Springs Wah Wah Soo Libke Fields Community Center  
These are the proposed minutes of the regularly scheduled meeting of the Otsego County Parks and Recreation Commission held on June 8<sup>th</sup> 2015.

Meeting was called to order at 6:00pm.

**Members Present:** Pete Awrey, Judy Jarecki, Bill Holewinski, Dave Baragrey, Tom Johnson, Butch Fleming, Bonny Miller, Scott Courterier and Doug Johnson.

**Members Absent:** Abe Cruz

**Others Present:** Gina Marchio, John Burt, Randy Stults and Keri Swantek.

**Approval of Previous Minutes:** Two corrections were identified by Scott Courterier and Judy Jarecki. A motion to approve the minutes with corrections was made by Butch Fleming and seconded by Pete Awrey. Motion carried.

**Public Comment:** None

**Budget:** Gina Marchio informed the board that the parks budget has been split into 208-751 Community Center and 208-752 Parks. A motion to approve the budget reports as presented was made by Tom Johnson and seconded by Bill Holewinski. Motion carried.

**Bills:** A motion to approve the bills was made by Tom Johnson and seconded by Bill Holewinski. Motion carried. The bills were approved to go to finance for payment.

#### **Director's Update**

- A. **Louis M. Groen Nature Preserve:** Marchio reported that the clean-up following the tree harvest is complete. Marchio also reported on an upcoming special event hosted by Cheri Leach and a past event hosted by Jan Kellogg.
- B. **Community Center:** Marchio informed the members that construction renovations have begun. Marchio also stated she will soon be starting the paperwork for the licensing of the after school program.
- C. **County Park:** Gina Marchio reported that the new online reservation system is live. Marchio discussed a beach safety training session she attended and informed the members of new signage that was recommended at the County Park and Wah Wah Soo.
- D. **Wah Wah Soo:** Nothing
- E. **Irontone Springs:** Nothing
- F. **Libke Fields:** John Burt reported that the property transfer was approved by the FAA and he is waiting on approval from MDOT.



Louis M. Groen Nature Preserve Otsego Lake County Park Irontone Springs Wah Wah Soo Libke Fields Community Center  
**Old Business**

- A. 80<sup>th</sup> Site at Campground Bids:** Marchio reported she received a bid from Chuck's Electric for \$1,420.00 and a bid from Mike's Electric for \$1,675.00 to install an electrical pedestal for the site. A motion was made by Doug Johnson and seconded by Tom Johnson to accept the bid from Chuck's Electric. Motion carried.
- B. Campground Registration fee/credit card fee:** Marchio reported that the 4% registration fee/credit card fee was accepted by the Otsego County Board of Commissioners and is installed in the new online system.
- C. Divide Parks and Recreation budget into 208-751 Center and 208-752 Parks:** Marchio reported that the July budget reports will reflect the division of the budget.
- D. Irontone Springs Pavilion Rental:** Gina Marchio presented the special event permit. Members discussed some changes to the wording. Marchio showed an example of a bulletin board and a rental sign. A motion to approve the special event permit with changes was made by Tom Johnson and seconded by Scott Courterier. Motion carried. A motion to allow up to \$1,000.00 to be spent on the bulletin board and rental sign as well as new beach signage for the County Park and Wah Wah Soo was made by Tom Johnson and seconded by Scott Courterier. Motion carried.

**New Business:**

- A. Broken Shower Room Door and Door Frame:** Marchio said she received a bid from Mister T's Glass for \$1,322.00 to replace the door and door frame. Marchio informed the board she was waiting on a second bid. A motion was made by Bill Holewinski and seconded by Tom Johnson to allow Gina Marchio to decide which bid to accept upon receipt of the second bid. Motion carried.
- B. Property Donation:** Marchio informed the board that she was contacted by an individual who offered to donate parcel #011-682-000-024-00 to Otsego County. A motion to recommend this donation to the Otsego County Board of Commissioners was made by Doug Johnson and seconded by Bonny Miller. Motion carried.

**Commissioners Comments:** None

**Next Meeting** is Monday July 13<sup>th</sup> at 6:00p.m. at the Otsego Lake County Park.

No other business was presented and the meeting was adjourned at 7:10pm.

Keri Swantek  
Recording Secretary

**Bills June 1<sup>st</sup> – July 6<sup>th</sup> 2015**

Scott Courterier	\$48.00	Per Diem, Travel June Meeting
Bonny Miller	\$74.00	Per Diem June Meeting, Travel May & June Meeting
Tom Johnson	\$55.00	Per Diem, Travel June Meeting
Butch Fleming	\$49.00	Per Diem, Travel June Meeting
Dave Baragrey	\$41.00	Per Diem, Travel June Meeting
Bill Holewinski	\$43.00	Per Diem, Travel June Meeting
Judy Jarecki	\$56.00	Per Diem, Travel June Meeting
Pete Awrey	\$40.50	Per Diem, Travel June Meeting

**County Park Bills**

James Turner	\$31.00	Camping Refund – Left Early
Michael Bernard	\$98.18	Camping Refund - Cancellation
Frank Zaremba	\$125.00	Firewood
Meyer Ace	\$271.87	Paint, Brushes
Charles Rogers	\$50.00	Camping Refund – Cancellation
GFS	\$3.78	Soap Dispensers
GFS	\$197.31	Ice Cream
ECOLAB	\$38.43	Spray Bottles
Wendy Brewester	\$42.00	Camping Refund – Cancellation
Artic Glacier	\$240.00	Ice
Patty Smith	\$55.00	Pavilion Refund – Cancellation
Dianne Peffers	\$55.00	Pavilion Refund - Cancellation
Consumers	\$991.31	North Camp Electric Bill
Consumers	\$88.78	South Camp Electric Bill
Frank Zaremba	\$125.00	Firewood
Ken Hoyt	\$42.00	Camping Refund – Cancellation
Richard Carter	\$43.00	Camping Refund –Cancellation
Blossom McMichael	\$49.00	Camping Refund – Cancellation
Great Lakes Pipe	\$80.25	Anti-Siphon Vacuum Breaker
Pro-Build	\$259.92	Boards for Steps, Fence Rails
Tractor Supply	\$18.01	Tube for Tire on Hay Wagon
Rev'd Up! Inc. Itinio	\$8,020.00	Reservation System Set-up & Annual Fee
UCMAN	\$16.00	Wireless at Park
Choice Publications	\$39.60	Park Event Ad
Choice Publications	\$39.60	Park Event Ad
Earthworks	\$255.00	Deliver Sand to Park
Gil-Roy's	\$24.98	Batteries
Gil-Roy's	\$14.98	WD 40, Drain Opener
Gil-Roy's	\$9.98	Blinds for Cabins
Gil-Roy's	\$102.93	Ear Plugs, Ear Muffs, Safety Glasses
Gil-Roy's	\$35.98	Power Strip
Gil-Roy's	\$9.58	Concrete Sealant
Gil-Roy's	\$14.99	Caulk Gun
Gil-Roy's	\$147.01	Paint, Hooks, Knife, Caulk
Gil-Roy's	\$22.99	Comboext Screw
Karen Zimba	\$200.00	Camping Refund – Cancellation

Kari Wendling	\$68.00	Camping Refund – Cancellation
Ken Visser	\$42.00	Camping Refund – Cancellation
Frank Zaremba	\$125.00	Firewood
Zaremba Equipment	\$131.51	New Battery for Lawn Mower
Waste Management	\$291.54	Park Garbage Bill
Frontier	\$79.42	Phone Bill
Otsego Co. Ems	\$200.00	First Aid/CPR Classes
Classic Plumbing	\$445.00	Replace Sloan Valve on two Toilets
Classic Plumbing	\$370.00	Replace Water Line
Chandra Harwood	\$165.00	Camping Refund – Cancellation
Rosie Warner	\$390.00	Camping Refund – Cancellation 2 Sites

#### Groen Property Bills

Gina Marchio	\$12.00	Travel Expense
Gina Marchio	\$12.00	Travel Expense
Ronald Koronka	\$1,900.00	Deliver Sand & Gravel to Property
Frontier	\$81.94	Phone Bill
Gil-Roy's	\$1.89	Key
Great Lakes Energy	\$41.50	Electric Bill
Spartan Sewer	\$90.00	Porta John Rental 7/8-8/8
Gil-Roy's	\$5.59	Bolts, Screws
Gil-Roy's	\$2.70	Bolts, Screws
Meyer Ace	\$13.99	Bar/Chain Oil
Maximum Security	\$209.94	Monitor Restroom & Welcome Center July – Sept.
Sturgeon Valley Consulting	\$250.00	Instructor Fee for Photography Class
Gina Marchio	\$12.00	Travel Expense to Groen
Gina Marchio	\$12.00	Travel Expense to Groen
Choice Publications	\$39.60	Event Ad
Great Lakes Energy	\$57.55	Electric Bill
Otsego County EMS	\$1,553.88	AED, Pads, Pocket Masks
Otsego County Treasurer	\$1,520.00	Work Camp May
Otsego County Treasurer	\$120.00	Work Camp May
Pro Source Rental	\$62.00	Log Splitter Rental
Pro Source Rental	\$186.00	Log Splitter Rental
Pro Source Rental	\$62.00	Log Splitter Rental
Great Lakes Energy	\$68.77	Electric Bill

#### Community Center Bills

Consumers	\$267.64	Electric Bill
Waste Management	\$82.27	Garbage Bill
Gina Marchio	\$113.50	Travel to Southfield for Conference
Gina Marchio	\$113.50	Travel from Southfield to Center
Spartan Sewer	\$90.00	Porta John Rental 7/1-8/1
Pop- a- Shot	\$457.00	Replacement Parts for Pop-a-Shot Games
Frontier	\$52.08	Phone Bill
Charter Comm.	\$72.04	Cable Bill
Dunns	\$15.00	Clean Waste Toner Bottle
Dunns	\$125.00	Toner

Dunns \$220.00  
 Dunns \$41.03  
 Gina Marchio \$104.00  
 Choice Publications \$39.60  
 DTE \$106.97  
 City of Gaylord \$40.31  
 Kelly Pelach \$1,425.00

Toners  
 Binder, Paper  
 Travel Expense to Mt. Pleasant  
 Event Ad  
 Gas Bill  
 Water Bill  
 Ladies Volleyball Ref

**Libke Field Bills**

Spartan Sewer \$150.00  
 Spartan Sewer \$150.00  
 Consumers \$22.61  
 Larry's Landscaping \$115.00

Porta John Rental 6/5-7/5  
 Porta John Rental 7/5-8/5  
 Electric Bill  
 Start-up Sprinkler System, Replace One Sprinkler

**Wah Wah Soo Bills**

Consumers \$22.61

Electric Bill

**Irontone Bills**

Consumers \$27.56

Electric Bill



Louis M. Groen Nature Preserve Otsego Lake County Park Irontone Springs Wah Wah Soo Libke Fields Community Center

### Signs By Design – Wah Wah Soo and County Park Signs Verbal Quote

3 – Lifesaving Station Signs (10"x14") = \$160 or \$53.33 per sign

7 – Swim at Your Own Risk (24" x 18") = \$679.00 or \$97.00 per sign

6 – Beach Closed Signs (18"x 24") = \$594.00 or \$99.00 per sign

No Quote for Beach Rules Signs

Total cost without the Beach Rules Signs = \$1433.00



Gina Marchio <ginamarchio@gmail.com>

## Thank you for ordering from BuildASign! Your Order Number is 72713890

1 message

**BuildASign.com** <service@buildasign.com>  
Reply-To: "BuildASign.com" <service@buildasign.com>  
To: ginamarchio@gmail.com

Mon, Jul 13, 2015 at 12:33 PM



My Account | Check Order Status    
Need help? Call us at 1-800-330-9622

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Thank you for ordering from BuildASign.com!

We appreciate your business and will be starting work on your order shortly! We will notify you as soon as your order has shipped - but in the mean time, be sure to connect with us on Facebook, and browse the products that our other customers have loved. Your order details are below.

 [Tell us what you think! Write a review](#) ★ ★ ★ ★ ★

### Order Summary

Your Order Number: 72713890

**Billing Information**  
COUNTY OF OTSEGO JOHN  
M BURT  
225 W MAIN ST  
GAYLORD, MI, 49735  
United States

**Shipping To:**  
COUNTY OF OTSEGO JOHN  
M BURT  
225 W MAIN ST  
GAYLORD, MI, 49735-1372  
United States

**Order Contact**  
gmarchio@otsegocountymi.gov  
231-858-5220

**Shipping Method**  
Ground

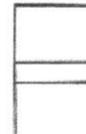
Your order should arrive by 7/20/2015

**Need your sign sooner?**  
Call us to upgrade your shipping: 1-800-330-9622  
(we'll just charge the difference in the price for that shipping option)

 [Tell us what you think!](#)  
[Review us here](#) ★ ★ ★ ★ ★

#### Don't forget!

Customers like you also purchased these accessories and other products.



18"h x 24"w Metal Frame  
<br /> 1 rider



12" x 24"  
.045 Magnetic

### Order Item Information

Description	Unit Price	Qty	Total
	\$130.00	1	\$130.00

Custom Sign  
(ID: 819899701)  
Sandwich Board (Cor.  
Plastic)  
36" x 24"



36" x 24"  
Sandwich Board (Cor.  
Plastic)



3ft x 6ft  
Vinyl Banner

### Payment Information

#### Payment Status

**Complete**

#### Summary of Charges:

Subtotal:	\$130.00
Shipping:	\$0.00
Tax:	\$0.00
<hr/>	
Total	\$130.00

**This is your receipt, so please print out a copy for your records.**

We'll email you a shipping notification as soon as your order is carefully packaged and on its way. If necessary, we'll send you additional shipping updates about your order.

#### Questions or concerns?

Contact us at: [service@buildasign.com](mailto:service@buildasign.com) or 1-800-330-9622 This email was sent by: BuildASign.com, 11525A Stonehollow Dr., Suite 100 Austin, TX, 78758 USA

# ULINE 1-800-295-5510

## ORDER SUMMARY

[email](#) [print](#)

Thank you for shopping with Uline. The following order was successfully submitted to Uline. You will receive an e-mail confirmation after this order has been processed.

Order Number: **72618978**  
Customer: 8990876  
Purchase Order:

Order Date: 6/23/2015  
Will Ship: 6/23/2015  
Ship Via: UPS GROUND

**Billing Information**  
OTSEGO COUNTY OF  
225 W MAIN ST  
GAYLORD, MI 49735-1372

**Shipping Information**  
OTSEGO COUNTY OF  
225 W MAIN ST  
GAYLORD, MI 49735-1372

Model #	Description	Unit Cost	Qty	Ext. Cost
H-2856CEDAR	Message Center Sign - Cedar	\$369.00 / EA	1	\$369.00
			SUBTOTAL=	\$369.00
			TAX=	\$0.00
			SHIPPING/HANDLING=	\$25.41
			<b>TOTAL=</b>	<b>\$394.41</b>

[close window](#)

36" x 36" \$237 ea

## Wah Wah Soo Park x 2

Welcome to  
Otsego Lake County Park

OTSEGO COUNTY PARKS & RECREATION



# BEACH RULES

Open 7 a.m. to 10 p. m.

Designated Areas Only.  
Buddy System Recommended.  
No Glass or Metal in Beach Area.  
No Fires or Cookers in Beach Area.

No Swimming After Dark or During Rain Storm.  
Do Not Leave Children Unattended in Beach Area.

**First Aid Kit and AED Located in the Ranger Station.**

To Reach a Park Ranger or for more information about  
Otsego County Parks and Recreation Call 989-731-6448.

In Case of an Emergency  
Call 911

## County Park x 4

Welcome to  
Wah Wah Soo Park

OTSEGO COUNTY PARKS & RECREATION



# BEACH RULES

Open 7 a.m. to 10 p. m.

1. Swim in Designated Areas Only.
2. Buddy System Recommended.
3. No Glass or Metal in Beach Area.
4. No Fires or Cookers in Beach Area.
5. No Pets.
6. No Swimming After Dark or During Rain Storm.
7. Do Not Leave Children Unattended in Beach Area.

To Reach a Park Ranger or for more information about  
Otsego County Parks and Recreation Call 989-731-6448.

In Case of an Emergency  
Call 911

with 2 sign blanks  
and graphics  
\$299

Ironstone Springs  
Frank Wilkinson Park

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**Pavilion  
Reserved  
Today**

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OTSEGO COUNTY PARKS & RECREATION



Call 989-731-6448  
To Reserve the Pavilion.

Warning Lifeguard  
x 6



beach closed  
x 7



14" x 10" \$26 ea  
Lifesavings  
x3



18" x 24" \$61.50 ea

G, NA

Quote

MISTER T'S GLASS  
621 SOUTH OTSEGO AVE.  
GAYLORD, MI 49735

WO#F0031956

05/06/15

(989)732-7442  
FAX# (989)731-1149  
Fed# H38-3139052

7326521

1, GT

JT

OTSEGO COUNTY PARKS & REC  
315 S. CENTER  
GAYLORD, MICH 49735

989-732-6521 Fax

- 1 MISC HM FRAME, 3070 WELDED, 2" HD, CLOSER REINFORCED
- 1 MISC HM DOOR, 3070, FLUSH, HINGES, THRESHOLD, WEATHERSTRIP, SWEEP
- 1 MISC GLAZING MATERIAL, CAULK, ETC INSTALLED AT COUNTY PARK

FOR SLAB ONLY: \$1100.00  
\*\*SLAB ONLY IS CUSTOM AND HAS A 4 WEEK LEAD TIME\*\*

----- I-N-S-T-R-U-C-T-I-O-N-S -----  
SEE ARNIE AT COUNTY PARK

1.5 18.0

30

Total 1322.00

Balance 1322.00

Unfilled Status

O.D.S. The Door Specialists

119 Fairview  
Gaylord, MI 49735  
989-732-1879  
989-732-6011 fax

Job Proposal

Bid To:

Otsego County Parks & Rec  
315 S. Center  
Gaylord, MI 49735

Job Name:

County Park - Shower

Attention:

Proposal Date

6/17/2015

Qty	Description	Each	Total
1	3070 Entry Door Slab		\$ 495.00
1	3070 Entry Door Frame		\$ 240.00
	Hinges		\$ 40.00
	Seal & Threshold		\$ 95.00
	Labor to install in block wall		\$ 450.00
O.D.S. The Door Specialists		Sub-Total	\$ 1,320.00
		Tax	
		Total	\$ 1,320.00

BOYNE AREA  
gymnastics  
& dance

Hi Dima,

I thought you would want a copy of the enclosed letter. Our insurance company is handling this. If you have any questions, please call me at 231-582-3493 or 231-330-1828.

Thank you,  
Kari Stuelman  
Director



DINGEMAN & DANCER

June 8, 2015

Boyne Area Gymnastics  
611 Beardsley St.  
Boyne City, MI 49712

Re: Injured: McKenzie Day  
Claim #:  
Date of Accident: March 24, 2015

Dear Sir/Madam:

This firm represents McKenzie Day with regard to claims against Boyne Area Gymnastics arising out of a fall that occurred on January 13, 2015. These injuries were sustained as a result of your failure to properly maintain the premises in a safe condition, as well as properly supervise the activity on your premises.

We are investigating the circumstances of McKenzie's fall and are placing you on notice that we intend to pursue a claim for full compensation of our client's injuries.

By way of this letter, we hereby make demand of all med pay coverage that may be available. Also, please protect and preserve any and all photos, videotapes and recordings of the area. Please forward copies of any photos or recordings to our office immediately. Finally, please provide our office with a copy of your insurance policy and declarations page, or other appropriate documentation, evidencing the limits of coverage.

Please forward this letter to your attorney and/or insurance provider, and ask that they contact us to discuss this claim.

Very truly yours,

DINGEMAN & DANCER, P.L.C.

  
Mark R. Dancer

cc: Katherine Day

K&K Insurance  
1717 Magnavox Way  
PO Box 2338  
Fort Wayne, Indiana 46801

100 N. Park Street Traverse City, MI 49684  
440 Bridge Street NW Grand Rapids, MI 49503  
231.929.0500 800.626.0050 fax 231.929.0504

[www.ddc-law.com](http://www.ddc-law.com)

# OTSEGO COUNTY

## COMMUNITY CENTER MONITOR

### General Summary

Under the supervision of the Parks and Recreation Director, provides recreational activities and support for the public in a safe, secure environment at the community center. Responds to public's inquiries regarding department's offerings and to parental concerns about their children. Monitors the safety of minors involved in departmental recreational activities. Updates the department's Website daily, providing knowledgeable information about the county park and its reservation system. Performs daily maintenance and cleaning of the community center and ensures that all machinery and facilities work properly.

### Essential Functions

1. Supervises minors by providing a safe environment, enforcing rules and maintaining good relations with participants.
2. Acts as a positive role models, maintains order and ensures proper interaction among students and between younger and older children.
3. Keeps all areas of the community center neat and clean.
4. Works with minors and their parents to motivate the minors to behave responsibly and establish mutual respect among community center users.
5. Responds to emergencies, administers first aid when necessary and prepares an incident report of emergencies and their resolution.
6. Keeps the environment fun and free from drugs and violence and works with law enforcement to resolve problems.
7. Sets up and takes down community center equipment such as gymnastics equipment, volleyball equipment, electronic scoreboards, tennis courts and indoor and outdoor basketball backboards and nets. Ensures that all equipment, electronic and otherwise, is functioning properly and is maintained and kept in good working condition
8. Ensures that access to the center is uninhibited and safe for all persons, including the physically challenged. Ensures the facility is secured on a daily basis.
9. Cleans the interior and exterior of the center including cleaning and stocking toilets, sweeping and mopping floors, maintaining the gym floor, cleaning windows and ledges, vacuuming carpets, shoveling snow and spreading salt when weather conditions require it.

## OTSEGO COUNTY

10. Works with the public in person and by telephone to, arrange for the reservation of the center, take reservations for the county park, inform the public about department policies and procedures and interface between parents and their children.
11. Informs the public about department activities and offerings and establishes and publicizes schedules and programs.
12. Promotes a positive image of the community center in an effort to make the center and all other facilities of the commission attractive to the public.
13. Updates the departments established Website on a daily basis.
14. Receives money for fees, writes receipts, maintains record books and ensures the security of money received.

### Other Functions

15. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

### Employment Qualifications

**Education:** High school graduation or equivalent.

**Experience:** One year of experience in planning, developing and supervising recreational programs for youths.

**Other Requirements:** None listed.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

# OTSEGO COUNTY

Climbs stairs.

Climbs ladders to perform maintenance work.

Stoops, kneels, bends, crawls and crouches to perform maintenance and repair tasks.

Pushes and pulls floor cleaning equipment.

Lifts and moves community center equipment during assembling, disassembling and storing process.

Standing and walking for prolonged periods to monitor community center activities.

## **Working Conditions:**

Works in office, community center and outdoors conditions.

07/06/2015 REVENUE AND EXPENDITURE REPORT FOR OTSEGO COUNTY  
 PERIOD ENDING 06/30/2015

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2015		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2015	NORMAL (ABNORMAL)	MONTH 06/30/2015	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
<b>Fund 209 - GROEN NATURE PRESERVE FUND</b>										
Revenues										
Dept 030-OTHER REVENUE	REIMBURSEMENT - GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 030-OTHER REVENUE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 050-SPECIAL ITEMS/TRANSFERS										
209-050-400.001	BUDGETED USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-050-674.000	OTHER REV - CONTRIBUTIONS	55,089.00	39,860.00	6,731.60	15,229.00	72.36	0.00	0.00	0.00	72.36
209-050-699.030	OTHER SOURCE - TRANSFERS	2,000.00	2,000.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
Total Dept 050-SPECIAL ITEMS/TRANSFERS		57,089.00	41,860.00	6,731.60	15,229.00	73.32	0.00	0.00	0.00	73.32
Dept 440-PARKS										
209-440-607.012	FEE - SNOWSHOE RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-440-626.030	SERVICE - CURRENT SERVICES	0.00	33.00	33.00	(33.00)	100.00	0.00	0.00	0.00	100.00
209-440-642.030	SALES - CONCESSIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-440-674.000	OTHER REV - CONTRIBUTIONS	0.00	99.00	0.00	(99.00)	100.00	0.00	0.00	0.00	100.00
Total Dept 440-PARKS		0.00	132.00	33.00	(132.00)	100.00	0.00	0.00	0.00	100.00
TOTAL Revenues										
		57,089.00	41,992.00	6,764.60	15,097.00	73.56				
Expenditures										
Dept 751-PARKS AND RECREATION										
209-751-703.010	REG EMP - DEPT DIR/COMM	5,162.00	0.00	0.00	5,162.00	0.00	0.00	0.00	0.00	0.00
209-751-703.040	PER DIEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-703.060	PART-TIME/TEMPORARY	24,102.00	7,696.68	1,945.50	16,405.32	31.93	0.00	0.00	0.00	31.93
209-751-703.070	OVERTIME	200.00	93.78	93.78	106.22	46.89	0.00	0.00	0.00	46.89
209-751-704.140	LIFE AND DISABILITY	274.00	0.00	0.00	274.00	0.00	0.00	0.00	0.00	0.00
209-751-704.200	SOCIAL SEC CONTRIBUTIONS	2,239.00	589.88	149.93	1,649.12	26.35	0.00	0.00	0.00	26.35
209-751-704.300	RETIREMENT CONTRIBUTIONS	1,707.00	0.00	0.00	1,707.00	0.00	0.00	0.00	0.00	0.00
209-751-704.301	POST EMPMT HLTH CARE SAVINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-704.400	EDUCATION AND TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-704.500	UNEMPLOYMENT COMPENSATION	510.00	171.48	28.63	338.52	33.62	0.00	0.00	0.00	33.62
209-751-704.600	WORKERS COMPENSATION	895.00	277.49	62.67	617.51	31.00	0.00	0.00	0.00	31.00
209-751-704.700	PAYMENTS IN LIEU OF INSURANCE	200.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00
209-751-726.000	SUPPLIES - GENERAL	3,400.00	2,889.27	556.70	510.73	84.98	0.00	0.00	0.00	84.98

209-751-726.025	SUPPLIES - JANITORIAL	800.00	89.33	0.00	710.67	11.17
209-751-726.035	SUPPLIES - MEDICAL/PHARMACY	1,700.00	78.85	77.03	1,621.15	4.64
209-751-726.046	SUPPLIES - UNIFORM/ACC	300.00	0.00	0.00	300.00	0.00
209-751-726.050	REPAIRS AND MAINT SUPPLIES	4,400.00	1,752.87	373.90	2,647.13	39.84
209-751-801.020	PROFESSIONAL	500.00	0.00	0.00	500.00	0.00
209-751-930.100	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00
209-751-930.210	TELEPHONE	900.00	486.74	81.94	413.26	54.08
209-751-930.230	CELLULAR	0.00	0.00	0.00	0.00	0.00
209-751-930.300	ADVERTISING	2,000.00	203.60	39.60	1,796.40	10.18
209-751-930.450	SHIPPING AND MAILING	100.00	0.00	0.00	100.00	0.00
209-751-930.500	TRAVEL	200.00	120.00	48.00	80.00	60.00
209-751-930.610	NATURAL GAS	0.00	0.00	0.00	0.00	0.00
209-751-930.620	ELECTRICITY	2,500.00	1,419.89	126.32	1,080.11	56.80
209-751-930.660	GASOLINE	3,000.00	81.19	0.00	2,918.81	2.71
209-751-940.010	OUTSIDE CONTRACTED SERVICES	2,000.00	1,640.00	1,640.00	360.00	82.00
209-751-970.435	PROPERTY - MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 751-PARKS AND RECREATION		57,089.00	17,591.05	5,224.00	39,497.95	30.81

Dept 755-SCHOOL FIELD TRIPS						
209-755-726.000	SUPPLIES - GENERAL	0.00	0.00	0.00	0.00	0.00
209-755-930.300	ADVERTISING	0.00	0.00	0.00	0.00	0.00
209-755-930.500	TRAVEL	0.00	0.00	0.00	0.00	0.00
209-755-940.010	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
Total Dept 755-SCHOOL FIELD TRIPS		0.00	0.00	0.00	0.00	0.00

Dept 901-CAPITAL OUTLAY						
209-901-930.300	ADVERTISING	0.00	0.00	0.00	0.00	0.00
209-901-970.300	PROPERTY - IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 901-CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00

Dept 941-CONTINGENCY						
209-941-999.000	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
209-941-999.990	CONTRIBUTION TO FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 941-CONTINGENCY		0.00	0.00	0.00	0.00	0.00

TOTAL Expenditures		57,089.00	17,591.05	5,224.00	39,497.95	30.81
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Fund 209 - GROEN NATURE PRESERVE FUND:						
TOTAL REVENUES		57,089.00	41,992.00	6,764.60	15,097.00	73.56
TOTAL EXPENDITURES		57,089.00	17,591.05	5,224.00	39,497.95	30.81
NET OF REVENUES & EXPENDITURES		0.00	24,400.95	1,540.60	(24,400.95)	100.00

07/13/2015

REVENUE AND EXPENDITURE REPORT FOR OTSEGO COUNTY  
PERIOD ENDING 06/30/2015

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2015 AMENDED BUDGET		YTD BALANCE 06/30/2015		ACTIVITY FOR MONTH 06/30/2015		AVAILABLE BALANCE		% BGDGT USED
		BUDGET	NORMAL	NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
<b>Fund 208 - PARKS AND RECREATION</b>										
Revenues										
Dept 010-PROPERTY TAXES										
208-010-402.000	CURRENT REAL PROP TAXES	218,000.00		198,432.66		0.00		19,567.34		91.02
208-010-402.000	CURRENT REAL PROP TAXES	0.00		(37.05)		0.00		37.05		100.00
208-010-411.000	DELINQUENT REAL PROPERTY TAXES	0.00		13,992.86		0.00		(13,992.86)		100.00
208-010-420.000	DELINQUENT PERS PROP TAXES	0.00		512.63		0.00		(512.63)		100.00
208-010-420.001	MILITARY-IFT-CF TAXES	0.00		317.32		0.00		(317.32)		100.00
208-010-429.000	COMMERCIAL FOREST RESERVE	0.00		29.86		0.00		(29.86)		100.00
208-010-445.022	INT ON TAXES	0.00		37.86		0.22		(37.86)		100.00
Total Dept 010-PROPERTY TAXES		218,000.00		213,286.14		0.22		4,713.86		97.84
Dept 025-INTEREST EARNINGS										
208-025-664.010	INTEREST - GENERAL	0.00		155.82		155.82		(155.82)		100.00
208-025-694.000	OTHER INCOME - OVER AND SHORT	0.00		209.55		143.00		(209.55)		100.00
208-025-694.010	OTHER INCOME - MISC	0.00		9.30		0.00		(9.30)		100.00
Total Dept 025-INTEREST EARNINGS		0.00		374.67		298.82		(374.67)		100.00
Dept 030-OTHER REVENUE										
208-030-675.000	PILT	0.00		1,534.85		0.00		(1,534.85)		100.00
208-030-676.040	REIMBURSEMENT - GENERAL	0.00		0.00		0.00		0.00		0.00
208-030-694.000	OTHER INCOME - OVER AND SHORT	0.00		9.35		6.05		(9.35)		100.00
Total Dept 030-OTHER REVENUE		0.00		1,544.20		6.05		(1,544.20)		100.00
Dept 050-SPECIAL ITEMS/TRANSFERS										
208-050-400.001	BUDGETED USE OF FUND BALANCE	43,012.00		0.00		0.00		43,012.00		0.00
208-050-673.000	OTHER REV - SALES FIXED ASSET	0.00		0.00		0.00		0.00		0.00
208-050-699.030	OTHER SOURCE - TRANSFERS	0.00		0.00		0.00		0.00		0.00
Total Dept 050-SPECIAL ITEMS/TRANSFERS		43,012.00		0.00		0.00		43,012.00		0.00
Dept 440-PARKS										
208-440-539.000	STATE GRANTS	0.00		0.00		0.00		0.00		0.00
208-440-626.030	SERVICE - CURRENT SERVICES	0.00		(155.00)		(65.00)		155.00		100.00
208-440-642.030	SALES - CONCESSIONS	6,500.00		1,068.00		691.00		5,432.00		16.43
208-440-651.060	USE - RESERVATION PAVILLION	1,000.00		900.00		205.00		100.00		90.00
208-440-652.010	ADMISSION - DAILY PASS	8,000.00		1,863.00		1,476.00		6,137.00		23.29
208-440-652.020	ADMISSION - SEASON PASS	10,500.00		5,609.00		2,489.00		4,891.00		53.42

208-440-652.030	ADMISSION - CAMPING FEE	110,000.00	60,154.24	24,749.24	49,845.76	54.69
208-440-652.035	REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
208-440-652.045	ADMISSION - CABIN RENTAL	2,000.00	(45.00)	(320.00)	2,045.00	(2.25)
208-440-652.050	ADMISSION - CAMP GROUND RESERV	0.00	0.00	0.00	0.00	0.00
208-440-655.050	FINES - NSF CHECK CHG	0.00	0.00	0.00	0.00	0.00
Total Dept 440-PARKS		138,000.00	69,394.24	29,225.24	68,605.76	50.29

Dept 442-REC PROGRAMS						
208-442-626.030	SERVICE - CURRENT SERVICES	0.00	210.30	0.00	(210.30)	100.00
208-442-626.030-BD_PARTY	SERVICE - CURRENT SERVICES	1,000.00	2,095.00	0.00	(1,095.00)	209.50
208-442-626.030-BEAR_BBALL	SERVICE - CURRENT SERVICES	2,500.00	185.00	0.00	2,315.00	7.40
208-442-626.030-FLAG_FBALL	SERVICE - CURRENT SERVICES	0.00	0.00	0.00	0.00	0.00
208-442-626.030-GYMNASTICS	SERVICE - CURRENT SERVICES	1,000.00	1,000.00	0.00	0.00	100.00
208-442-626.030-HORSESHOE	SERVICE - CURRENT SERVICES	0.00	0.00	0.00	0.00	0.00
208-442-626.030-LOCK_INS	SERVICE - CURRENT SERVICES	600.00	620.00	0.00	(20.00)	103.33
208-442-626.030-MENS_BBALL	SERVICE - CURRENT SERVICES	0.00	0.00	0.00	0.00	0.00
208-442-626.030-TENNIS	SERVICE - CURRENT SERVICES	0.00	35.00	0.00	(35.00)	100.00
208-442-626.030-WM_VBALL	SERVICE - CURRENT SERVICES	0.00	3,233.50	0.00	(3,233.50)	100.00
208-442-642.030	SALES - CONCESSIONS	0.00	19.30	0.00	(19.30)	100.00
208-442-652.010	ADMISSION - DAILY PASS	800.00	338.00	22.00	462.00	42.25
Total Dept 442-REC PROGRAMS		5,900.00	7,736.10	22.00	(1,836.10)	131.12

Dept 445-DRAINS						
208-445-674.000	OTHER REV - CONTRIBUTIONS	0.00	41.11	0.00	(41.11)	100.00
208-445-674.000-FRWKS00000	OTHER REV - CONTRIBUTIONS	15,000.00	3,500.00	0.00	11,500.00	23.33
208-445-674.000-SUMMERCAMP	OTHER REV - CONTRIBUTIONS	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 445-DRAINS		17,500.00	3,541.11	0.00	13,958.89	20.23

Dept 447-GIS MAPPING						
208-447-674.000	OTHER REV - CONTRIBUTIONS	0.00	43.32	0.00	(43.32)	100.00
Total Dept 447-GIS MAPPING		0.00	43.32	0.00	(43.32)	100.00

TOTAL Revenues		422,412.00	295,919.78	29,552.33	126,492.22	70.05
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Expenditures						
Dept 751-PARKS AND RECREATION						
208-751-703.010	REG EMP - DEPT DIR/COMM	0.00	0.00	0.00	0.00	0.00
208-751-703.030	REGULAR - HOURLY	0.00	0.00	0.00	0.00	0.00
208-751-703.040	PER DIEM	0.00	0.00	0.00	0.00	0.00
208-751-703.050	LONGEVITY	0.00	0.00	0.00	0.00	0.00
208-751-703.060	PART-TIME/TEMPORARY	0.00	0.00	0.00	0.00	0.00
208-751-703.070	OVERTIME	0.00	0.00	0.00	0.00	0.00
208-751-704.110	HOSPITALIZATION	0.00	0.00	0.00	0.00	0.00
208-751-704.140	LIFE AND DISABILITY	0.00	0.00	0.00	0.00	0.00
208-751-704.200	SOCIAL SEC CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00

208-751-704.300	RETIREMENT CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-704.301	POST EMPMLT HLTH CARE SAVINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-704.400	EDUCATION AND TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-704.500	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-704.600	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-704.700	PAYMENTS IN LIEU OF INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-704.800	SICK PAY BUY OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-726.000	SUPPLIES - GENERAL	10,700.00	3,189.80	2,915.30	7,510.20	29.81	0.00	0.00	0.00
208-751-726.000-TRIA00000	SUPPLIES - GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-726.025	SUPPLIES - JANITORIAL	2,750.00	984.05	984.05	1,765.95	35.78	0.00	0.00	0.00
208-751-726.035	SUPPLIES - MEDICAL/PHARMACY	250.00	485.00	485.00	(235.00)	194.00	0.00	0.00	0.00
208-751-726.040	SUPPLIES - RECREATIONAL	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00
208-751-726.046	SUPPLIES - UNIFORM/ACC	600.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00
208-751-726.050	REPAIRS AND MAINT SUPPLIES	15,000.00	1,014.47	899.48	13,985.53	6.76	0.00	0.00	0.00
208-751-801.020	PROFESSIONAL	500.00	23.00	23.00	477.00	4.60	0.00	0.00	0.00
208-751-920.200	WATER/SEWAGE	4,500.00	890.31	890.31	3,609.69	19.78	0.00	0.00	0.00
208-751-920.200-TRIA00000	WATER/SEWAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-920.320	SNOW PLOWING	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00
208-751-920.400	REPAIRS AND MAINTENANCE SVCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-920.410	SERVICE CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-920.410-TRIA00000	SERVICE CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-930.100	INSURANCE AND BONDS	3,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-930.150	SERVICE CHARGES	300.00	287.60	287.60	12.40	95.87	0.00	0.00	0.00
208-751-930.210	TELEPHONE	750.00	364.72	364.72	385.28	48.63	0.00	0.00	0.00
208-751-930.230	CELLULAR	750.00	185.12	185.12	564.88	24.68	0.00	0.00	0.00
208-751-930.300	ADVERTISING	1,000.00	493.20	359.20	506.80	49.32	0.00	0.00	0.00
208-751-930.300-TRIA00000	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-930.450	SHIPPING AND MAILING	150.00	70.46	70.46	79.54	46.97	0.00	0.00	0.00
208-751-930.450-TRIA00000	SHIPPING AND MAILING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-930.500	TRAVEL	1,100.00	331.00	331.00	769.00	30.09	0.00	0.00	0.00
208-751-930.610	NATURAL GAS	2,000.00	106.97	106.97	1,893.03	5.35	0.00	0.00	0.00
208-751-930.620	ELECTRICITY	10,000.00	946.15	946.15	9,053.85	9.46	0.00	0.00	0.00
208-751-930.660	GASOLINE	2,500.00	197.35	197.35	2,302.65	7.89	0.00	0.00	0.00
208-751-930.999	MISC OTHER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-940.000	INSIDE PURCHASED SERVICES	11,000.00	0.00	0.00	11,000.00	0.00	0.00	0.00	0.00
208-751-940.010	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-940.010-FRWK00000	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-940.010-WK RL00000	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-940.010-WWGT00000	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-940.010-XC SKI 000	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-969.000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-751-970.420	PROPERTY - VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 751-PARKS AND RECREATION		69,600.00	13,069.20	12,545.71	56,530.80	18.78	0.00	0.00	0.00
Dept 752-RECREATIONAL PROGRAMS									
208-752-703.010	REG EMP - DEPT DIR/COMM	51,614.00	22,654.22	3,553.64	28,959.78	43.89	0.00	0.00	0.00

208-752-703.030	REGULAR - HOURLY	69,560.00	32,202.88	5,473.84	37,357.12	46.30
208-752-703.040	PER DIEM	4,000.00	1,840.00	320.00	2,160.00	46.00
208-752-703.050	LONGEVITY	325.00	0.00	0.00	325.00	0.00
208-752-703.060	PART-TIME/TEMPORARY	45,760.00	13,778.10	7,171.47	31,981.90	30.11
208-752-703.070	OVERTIME	5,000.00	325.96	271.30	4,674.04	6.52
208-752-704.110	HOSPITALIZATION	10,135.00	10,312.35	1,718.32	(177.35)	101.75
208-752-704.140	LIFE AND DISABILITY	1,633.00	737.10	124.22	895.90	45.14
208-752-704.200	SOCIAL SEC CONTRIBUTIONS	12,698.00	5,076.40	1,228.97	7,621.60	39.98
208-752-704.300	RETIREMENT CONTRIBUTIONS	30,712.00	8,206.72	1,398.54	22,505.28	26.72
208-752-704.301	POST EMPMT HLTH CARE SAVINGS	325.00	360.00	60.00	(35.00)	110.77
208-752-704.400	EDUCATION AND TRAINING	800.00	400.00	200.00	400.00	50.00
208-752-704.500	UNEMPLOYMENT COMPENSATION	805.00	583.32	108.90	221.68	72.46
208-752-704.600	WORKERS COMPENSATION	4,145.00	2,324.82	532.35	1,820.18	56.09
208-752-704.700	PAYMENTS IN LIEU OF INSURANCE	2,000.00	0.00	0.00	2,000.00	0.00
208-752-704.800	SICK PAY BUY OUT	0.00	0.00	0.00	0.00	0.00
208-752-726.000	SUPPLIES - GENERAL	9,150.00	4,980.68	(565.97)	4,169.32	54.43
208-752-726.025	SUPPLIES - JANITORIAL	2,750.00	1,926.16	(984.05)	823.84	70.04
208-752-726.035	SUPPLIES - MEDICAL/PHARMACY	1,200.00	628.82	(379.49)	571.18	52.40
208-752-726.040	SUPPLIES - RECREATIONAL	1,500.00	0.00	0.00	1,500.00	0.00
208-752-726.046	SUPPLIES - UNIFORM/ACC	600.00	194.00	0.00	406.00	32.33
208-752-726.050	REPAIRS AND MAINT SUPPLIES	15,000.00	7,427.17	574.69	7,572.83	49.51
208-752-801.020	PROFESSIONAL	500.00	15.00	(15.00)	485.00	3.00
208-752-920.200	WATER/SEWAGE	4,500.00	1,145.05	(181.19)	3,354.95	25.45
208-752-920.320	SNOW PLOWING	500.00	481.00	0.00	19.00	96.20
208-752-930.100	INSURANCE AND BONDS	3,750.00	0.00	0.00	3,750.00	0.00
208-752-930.150	SERVICE CHARGES	0.00	0.00	0.00	0.00	0.00
208-752-930.210	TELEPHONE	750.00	266.66	(221.92)	483.34	35.55
208-752-930.230	CELLULAR	750.00	1,191.27	140.91	(441.27)	158.84
208-752-930.300	ADVERTISING	1,000.00	79.20	(240.40)	920.80	7.92
208-752-930.450	SHIPPING AND MAILING	150.00	124.13	(47.29)	25.87	82.75
208-752-930.500	TRAVEL	1,000.00	851.00	86.50	149.00	85.10
208-752-930.610	NATURAL GAS	2,600.00	2,980.44	0.00	(380.44)	114.63
208-752-930.620	ELECTRICITY	10,000.00	3,790.71	493.89	6,209.29	37.91
208-752-930.660	GASOLINE	2,500.00	840.58	107.99	1,659.42	33.62
208-752-940.000	INSIDE PURCHASED SERVICES	12,400.00	24,000.00	0.00	(11,600.00)	193.55
208-752-940.010	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
208-752-940.010-4H00000000	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
208-752-940.010-BEAR_BBALL	OUTSIDE CONTRACTED SERVICES	1,000.00	0.00	0.00	0.00	0.00
208-752-940.010-FRWKS00000	OUTSIDE CONTRACTED SERVICES	15,000.00	0.00	(3,500.00)	15,000.00	0.00
208-752-940.010-GYMNASTICS	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
208-752-940.010-HORSESHOE	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
208-752-940.010-MEN_FLAGFB	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
208-752-940.010-MENS_BBALL	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
208-752-940.010-SUMMERCAMP	OUTSIDE CONTRACTED SERVICES	2,500.00	0.00	0.00	0.00	0.00
208-752-940.010-TENNIS	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	2,500.00	0.00
208-752-940.010-VOLLEYBALL	OUTSIDE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
		3,200.00	3,000.00	1,425.00	200.00	93.75



Money Received for Fireworks: (2015)  
Copy of Check from Otsego Lake Association.

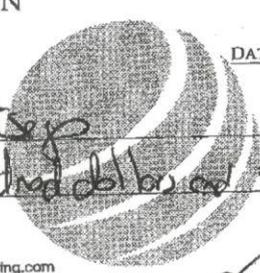
208-445-674,000  
FRWKS00000

OTSEGO LAKE ASSOCIATION  
PO BOX 233  
GAYLORD, MI 49734

74-52/724 1276

DATE Apr 20, 2015

PAY TO County of Otsego \$ 3500.00  
THE ORDER OF Three thousand five hundred dollars and 00/100 DOLLARS



 **CITIZENS BANK** | FLINT, MI 48502  
www.citizensbanking.com

MEMO \_\_\_\_\_

[Signature] [Signature] MP

⑆072400528⑆ 1276⑈ 4536200431⑈

© DELIVER VALLET ON DUPLICATE Security Features include: UMI on Back. SPECIALTY GRAY

RECEIPT #: 42941 JOURNAL REPORT FOR OTSEGO COUNTY

07/10/2015 03:25 PM  
User: RFRISCH  
DB: Otsego Co

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
05/06/2015	CR	OTSEGO LAKE ASSOCIATION			
		OTHER CONTRIBUTIONS	208-000-001.001	3,500.00	3,500.00
		OTHER CONTRIBUTIONS	208-445-674.000-FRWKS000000		
				<u>3,500.00</u>	<u>3,500.00</u>

Receipt #: 42941

CR Trx #: 44385

*cash receipt journal entry*

Money Spent on Fireworks: (2015)

Check to Wolverine Fireworks

Invoice Details

Attachment [2] View Source Journal Invoice 1 of 1

1. Invoice Info

Invoice Number: 2015 Post Date: 05/12/2015 PO Number: 000022156 Entry Date: 05/07/2015  
Vendor Code: 2024 Vendor Name: WOLVERINE FIREWORKS DISPLAY Notes... Amount: \$3,500.00  
On Hold: No 1099: No Entered By: dlandrie  
Status: Paid (Check #: 56755 Date: 05/12/2015 Status: Cleared 05/18/2015) Amount Relieved: \$3,500.00  
Description: ANNUAL DEPOSIT FOR FIREWORKS DISPLAY Reference #: 90049874

GL #	Description	Amount	Amount Relieved
208-752-940.010-FRWKS00000	ANNUAL DEPOSIT FOR FIREWORKS DISPLAY	3,500.00	3,500.00

OK

OTSEGO COUNTY PARKS AND RECREATION

Otsego County Community Center After  
School Program  
Parent Handbook

2015/2016 School Year

**Otsego County Community Center  
315 South Center St  
Gaylord, MI 49735  
(989) 732-6521**

**Otsego County Parks and Recreation**  
**Otsego County Community Center Afterschool Program**

Dear Parents and Guardians:

Welcome to the Otsego County Community Center Afterschool Program. It is our pleasure to have you and your student as part of our afterschool family.

It is our goal is twofold: one to provide a safe, fun, and exciting environment for students to be afterschool school; and second to create and nurturing and supportive atmosphere where students feel like they belong. We have assembled an amazing staff that works with community organizations and volunteers to provide a wide range of enrichment activities for program participants. Activities are theme based and include educational enrichment, arts and crafts, games, sports, special events, and life skills. Program staff and community volunteers provide enrichment activities that foster friendship and teamwork. Each day students have the opportunity to explore, learn and grow.

Please read this handbook in its entirety as it was designed to help parents and guardian understand the Otsego County Community Center Afterschool Program Policies and Procedures. This handbook is intended to provide answers to many of the questions you may have about the Afterschool Program. If you have any additional questions, please contact the Otsego County Community Center at (989) 732-6521.

Thank you again for enrolling your student in our Afterschool Program. I look forward to working with you and your student.

Sincerely,

Gina A. Marchio

Director, Otsego County Parks and Recreation

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## General Information

### Enrollment Policy and Procedure

The Otsego County Community Center Afterschool Program is designed to provide students in kindergarten through 8<sup>th</sup> grade with age appropriate educational, recreation and enrichment activities in a fun and safe environment. All kindergarten through 8<sup>th</sup> grade students in the Gaylord, Michigan area are welcome to attend the program.

Families interested in having their students participate in the Otsego County Community Center Afterschool Program must pre-register their students for the program. The initial registration for the Afterschool Program must be done in person. In order to assure the safety of all participants, it is **MANDATORY** for parents/guardians to complete the following paperwork before students can start attending the Afterschool Program:

1. Student Information Record
2. Immunization Documentation and Confirmation of Good Health Statement
3. Parent Receipt of the Otsego County Community Center Afterschool Program Handbook

Students will not be allowed to participate in the Afterschool Program until all the required paperwork has been completed by their parents/guardians and received by the Otsego County Parks and Recreation Department. Students will not be allowed to "drop-in" at the Community Center. Students whose parent or guardian did not register them for the afterschool program will not be allowed at the Community Center during program hours.

### Payment Policy

**Cost:** The cost to participate in the Otsego County Community Center Afterschool Program is **\$10 per week** regardless of the number of times a student attends the program.

**Late Pick-Up Fee:** Parents and guardians are expected to pick their students up from the Community Center at or before 5:00 p.m. Parents and guardians that do not pick their students up on time will be charged a late fee of \$5 per student for every 15 minutes the student remains at the Center. Consistent late pick up could result in removal of the student from the program.

If a student is not picked up within an hour after the program ends or an Otsego County Community Center staff member is not able to get a hold of a student's parent, guardian or emergency contact, the appropriate authorities will be contacted.

**Refunds/Absences:** No credit or refund will be given when a student is absent or suspended from the program.

**Billing:** Families will be billed on or around the first of the month for the previous month's attendance. Bills must be paid in full within 10 days of the receipt of the bill. A late fee of \$10 will be added to any bill not paid on or before the bill's due date. Bills can be paid by cash or check. Checks can be made out to Otsego County Parks and Recreation. Payments can be made at the Community Center or Mailed to:

Otsego County Parks and Recreation  
315 South Center Street  
Gaylord, MI 49735

### **How will my student get to the Community Center after school?**

Otsego County Community Center Afterschool Program participants are required to find their own transportation to the Center after school. The Otsego County Parks and Recreation Department is NOT responsible for students from the time they leave school until they reach the Community Center.

### **Sign-In and Sign-Out Procedure**

In compliance with state licensing regulations, Afterschool Program participants will not be allowed to come and go from the program on his/her own accord. Once a student arrives at the Community Center, they will remain at the Center until he or she had been signed out by a parent or guardian.

**Sign-In:** Otsego County Parks and Recreation Staff will sign-in students as they enter the Community Center. If you student is not to attend the Afterschool Program but forgets his or her after school plans and attends the program for more than 15 minutes, the staff will sign the student in and the parent or guardian will be charged for the day and will need to sign the student out as usual.

**Sign-out:** Student will only be released to his/her parents/legal guardians or the individuals named on the student's Information Card. Students must be signed-out each day. All parents, guardians and authorized individuals MUST show a photo ID when signing out a student. There are no exceptions.

If parents or guardians would like to add or delete an authorized individual on the Student Information Card, Otsego County Parks and Recreation requires that the change be completed in writing with an Afterschool Program staff member. Verbal changes will not be accepted.

## **Sign-out Waiver**

If a parent or guardian would like a student to walk or ride a bike home from the Center, a waiver must be signed by the parent or guardian and approved by the Program director. **NO STUDENT WILL BE ALLOWED TO WALK OR RIDE A BIKE HOME** without a signed waiver by the parent or guardian.

## **Withdrawal Procedure**

If a parent or guardian decides that his/her student is no longer going to be attending the Otsego County Community Center Afterschool Program, the parent or guardian must provide a written letter stating that the student will no longer be attending the program and the effective date of withdrawal. If the effective withdrawal date occurs during a week that the student has already been in attendance at the program, the parent or guardian will be charged \$10 for the week. The parent/guardian of a student withdrawn from the program is responsible for all attendance fees incurred while the student attended the program.

A student may be dismissed from the Otsego County Community Center Afterschool Program for the following reasons:

1. Payments that are two months past due.
2. Consistently late pick-up from program.
3. Persistent behavioral issues.
4. Fighting, bullying, stealing, and threatening violence.

If a student is dismissed from the Program during a week that the student has already been in attendance at the program, the parent or guardian will be charged \$10 for the week. The parent/guardian of the student that has been dismissed from the program is responsible for all attendance fees incurred while the student attended the program.

# **Program Information**

## **Program Philosophy**

The staff of the Otsego County Community Center Afterschool Program believes that it is important for students to have a safe, supervised and fun place to be after school. The goal of the program is to create a nurturing and supportive environment where students feel like they belong. Program staff and community volunteers will provide enrichment activities that foster friendship and teamwork. Each day students will have the opportunity to explore, learn and grow.

## **Afterschool Staff**

The Otsego County Community Center is licensed by the State of Michigan and operates in compliance with the rules and regulation set forth by the minimum standards for the care and protection of students in student care/after school centers.

The Otsego County Community Center Staff is carefully selected to ensure the safety and enjoyment of all program participants. The staff has been screened by Michigan State Police and Michigan Department of Human Services. Staff is trained in positive student discipline, emergency procedures, safety practices, First-Aid, CPR, AED, and bloodborne pathogens.

## **Schedule of Operations**

Daily Schedule (Monday-Friday)

3:00 p.m. – 3:30 p.m.	Sign-in and Snack
3:30 p.m. – 4:00 p.m.	Academic Focus Time
4:00 p.m. – 4:30 p.m.	Enrichment Activity Time #1
4:30 p.m. – 5:00 p.m.	Enrichment Activity Time #2

The Otsego County Community Center Afterschool Program operates according to the Gaylord Community School schedule. The Afterschool Program begins on the first full day of school and ends on the last full day of school. The program is NOT open during vacations, days off of school or half days of school. The program is also closed on inclement weather/snow days.

### **2015/2016 School Year**

Tuesday, September 8, 2015 – First Day of Afterschool Program

Friday, October 2, 2015 – No Afterschool Program – Parent Teacher Conferences

Friday, November 13, 2015 – No Afterschool Program – Parent Teacher Conferences

November 26 and November 27, 2015 – No Afterschool Program – Thanksgiving

December 21 – January 1 – No Afterschool Program – Christmas Vacation

Monday, February 15, 2016 – No Afterschool Program – Mid-Winter Break

Friday, March 25, 2016 – No Afterschool Program – Good Friday

April 4 – April 8, 2016 – No Afterschool Program – Spring Break

Monday, May 30, 2016 – No Afterschool Program – Memorial Day

Wednesday, June 8, 2016 – Last Day of Afterschool Program

## **Snack**

Each school day a snack will be provided to Afterschool Program participants. Snack will be served between 3 p.m. and 3:30 p.m. Menus will be posted at the Community Center. Snacks will meet the minimum requirements established by the Student and Adult Food Care Program.

If a student has a special dietary need, the parent or guardian of the student must inform Community Center staff prior to the student's first day in the Afterschool Program. Staff will work with parents/guardians of students with special needs to make sure that the student receives a snack afterschool. The staff will do their best to make food substitutions for students with special dietary needs; however, parents or guardians may have to provide food if, after exploring all community resources, the Community Center is unable to provide the special diet.

## **Movies**

From time to time, movies will be shown as part of the Afterschool Program. In event a movie is shown, only G and PG rated movies will be shown.

## **Lost and Found**

If a student loses any of his or her belongings, check with a member of the Otsego County Community Center staff to see if the items have been found.

To prevent lost items, the student's name should be clearly printed on all belongings. Students should not bring cell phones, personal toys, balls, electronic games, or other personal items to the Community Center. Students are kept very busy with scheduled activities during their time in the Afterschool Program. Personal items can be distracting.

**Otsego County Parks and Recreation is not responsible for any lost, stolen or broken items.**

## **Dress Code**

**Remember:** Students in the Afterschool Program are there to learn, play and have fun. Students should dress in comfortable clothes that can get dirty.

**Gym Shoes:** Students are required to either wear or bring a pair of gym shoes/sneakers with them to the Afterschool Program. Students that do not have gym shoes/sneakers may not be allowed to participate in gym activities.

Clothing that portrays any of the following are not permitted in the Afterschool Program:

1. Swearing, vulgar or profane language
2. Alcoholic beverages, drugs, tobacco, or other contraband
3. Gang related clothing or paraphernalia
4. Pants, slacks, shorts or jeans that are worn sagged or low on the waist
5. Low cut shirts or tops

If a student comes to the Afterschool Program in inappropriate attire, a parent will be called and informed that they must bring new attire or, for safety reasons, the student will have to sit out of certain activities.

### **Weather and Outdoors**

Indoor and Outdoor activities are offered as part of the Afterschool Program. Students are expected to dress for the weather as outdoor activities will be offered throughout the school year.

Guidelines for outdoor activities are as follows:

- Rain or temperatures below 10° F will keep students inside.
- Temperatures above 90°F will keep students inside.
- Severe weather (heavy rain/snow storms, tornados, etc.) students will be kept inside until it is safe for parents/guardians to pick them up.

## Afterschool Rules

1. Safety is the main priority for all students. Students are not allowed to leave the Otsego County Community Center without a staff member. Students must be signed out by a parent, guardian, or authorized individual upon exiting the program.
2. Students will be under staff supervision at all times.
3. Students may not arrive prior to the program's start time.
4. Parents/guardians need to update emergency information and personal information on forms in the event telephone numbers, addresses or individual authorized to pick up a student or other pertinent changes.
5. Parents/guardians will at no time approach a student that is not their own should a situation arise. Parents must inform an Otsego County Community Center Afterschool staff member if there are any issues.
6. Respect staff, yourself and others.
7. Respect the Otsego County Community Center's equipment and property. Games and equipment need to be cared for and put away after each use.
8. Gum and Slurpees® are not allowed at any time and will be confiscated.
9. Students must be picked up promptly at 5:00 p.m. or late fees will apply
10. Otsego County, Otsego County Parks and Recreation Department, nor the Community Center Afterschool Program will be responsible for lost or stolen items. Personal or valuable items should be left at home.
11. Inappropriate behavior will not be tolerated. Please see the Student Code of Conduct for more information.

### Student Code of Conduct

Students are expected to display appropriate behavior and respect toward others at all times. Bullying, fighting, vandalism, disrespect of others, destruction of property, stealing, use of profanity, running in hallways, and any other undesirable acts will result in disciplinary action, and if necessary, removal from the program. Parents will be contacted if there is a serious problem or repeated misbehavior. Non-cooperation by a parent/guardian or student regarding discipline problems will result in the student's dismissal from the Otsego County Community Center Afterschool Program. All cases of suspension and expulsion will be determined by the Program Director.

## Examples of Inappropriate Behaviors

Certain acts of behavior by students are unacceptable within the Otsego County Community Center Afterschool Program and may result in suspension. These include but are not limited to the following:

1. Willful destruction of property or vandalism
2. Threats of violence towards a student or supervisor
3. Bullying
4. Fighting or physical altercations
5. Gangs or gang activity
6. Possession or use of a weapon
7. Sexual Harassment
8. Deliberate taking of another individual's property or the property belonging to the Otsego County Community Center
9. False Alarms – willing activating a fire alarm or Automated External Defibrillator (AED)
10. Swearing or vulgar language
11. Smoking and/or possession of tobacco, alcohol, or controlled substances
12. Wearing clothing that displays
  - a. Swearing, vulgar or profane language
  - b. Alcoholic beverages, drugs, tobacco, or other contraband
  - c. Gang related clothing or paraphernalia
  - d. Pants, slacks, shorts or jeans that are worn sagged or low on the waist
  - e. Low cut shirts or tops
13. Vulgar actions displayed in written, verbal or electric form or by gestures
14. Displays of public affection
15. Disrespectful behavior
16. Throwing things at others

## Discipline and Consequences

Otsego County Community Center Afterschool Program staff will use positive discipline methods will help guide a student toward self-discipline and independence. Positive methods of discipline include:

1. Redirecting or distracting a student from the unacceptable activity to a constructive one.
2. Planning ahead to prevent problems.
3. Encouraging, teaching and modeling appropriate behavior.
4. Setting consistent, clear rules.
5. Talking to the student about the feelings he/she is having.

6. Offering alternative solutions to the problem.
7. Involving students in solving problems.
8. Ensuring a relationship between the behavior and the discipline method.
9. Tailoring the method of discipline to the individual student.
10. Removing the student from the source of conflict.

***All of the following means of punishment are be prohibited:***

1. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
2. Restricting a student's movement by binding or tying him or her.
3. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening student.
4. Depriving a student of meals, snacks, rest, or necessary toilet use.
5. Excluding a student from outdoor play or other gross motor activities.
6. Excluding a student from daily learning experiences.
7. Confining a student in an enclosed area, such as a closet, locked room, box, or similar cubicle.

A student with a reoccurring behavior problem, a student that does not respond to his/her instructor or who exhibits an extreme or dangerous behavior will be sent to the Program director. The Program director will contact the parent/guardian to schedule a conference to discuss ways that parents, student, and Center staff can work together to modify the unwanted behavior. If the situation does not improve, the student may be suspended from the Afterschool Program. Three behavior reports will result in dismissal from the program.

In extreme cases of behavior, such as fighting, bullying, stealing, treats of violence, the parent or guardian will be called to pick up the student immediately and the student may be immediately suspended or dismissed from the program. This is at the discretion of the Park and Recreation Director or Program Director.

## Health Care Policies

### Students and Staff Hand Washing

Otsego County Community Center Afterschool Program staff and participants are required to wash their hands before snack preparation, after each use of the restroom and throughout the day, as needed.

#### Hand Washing Procedure:

1. Turn water on to a comfortable temperature,
2. Moisten hands with water and apply soap.
3. Rub hands together vigorously until soap lather appears and continue for at least 10 seconds.
4. Rinse hands under water until water is clear.
5. Dry hands with paper towel.
6. Dispose of paper towel in trash container.

#### Handling body Fluids:

To reduce the risk of contracting or transmitting an infectious disease, the Otsego County Community Center Afterschool staff use the following technique, recommended by the American Red Cross, when handling body fluids:

1. Wear disposable gloves whenever providing care to ill or injured people, especially when blood or other body fluids are present or there is the possibility for blood or body fluid to be present. Contact with blood and other body fluids may occur through direct contact with the victim or indirect contact with soiled clothing or personal items.
2. Use gloves that are appropriate for the task and that provide an adequate barrier between the staff member and victim.
3. Remove jewelry, including rings and watches, before putting on gloves.
4. Cover all cuts, scrapes or sores before putting on gloves.
5. Do not use any disposable gloves that are discolored, torn or punctured.
6. Remove gloves before handling items such as pens, phones, door handles, etc.
7. Change gloves before provide care to another person.
8. Remove gloves without touching the soiled part of the gloves and dispose of them in a proper container.

## Cleaning and Sanitizing

Items and facilities used by an ill/injured student or adult shall not be used by any other person until washed, rinsed, and sanitized using either a commercial sanitizer or a water and non-scented chlorine bleach solution with a concentration of bleach between 50 – 200 parts per million.

- a. Washing, rinsing and sanitizing means:
  - i. Washing the surface or article vigorously with soap and water.
  - ii. Rinsing the surface or article with clean water.
  - iii. Submerging, wiping or spraying the surface or the article with a sanitizing solution
  - iv. Letting the article or surface air dry.
  - v. Bedding, stuffed toys and dress-up clothes in will be laundered in HOT water and detergent. If the item cannot be laundered, it must be discarded when soiled.

## Pesticide Notification: Integrated Pest Management Plan

Otsego County Community Center Afterschool Program staff are committed to providing a safe environment for the students in our care. We seek to prevent students from being exposed to pests and pesticides. Exposure to pests (insects, cockroaches, rats, mice, etc.), pest residue, and the chemicals used to control them can aggravate or cause health problems for students and staff. Allergic reactions to pest residues and the absorption of chemicals used for pest control often are more serious for students due to their smaller size and proximity to the floor. The Integrated Pest Management (IPM) approach minimizes the exposure of students and staff to pesticides, and includes a variety of non-chemical and chemical methods to prevent and eradicate pests. While pesticides may be used to remediate infestations of pests (such as insects, weeds, and rodents) that may be found in the facility and its surrounding grounds, only the least toxic products will be considered and combined with non-chemical methods.

If at any time pesticides need to be used at the Otsego County Community Center Parents will receive notification a minimum of 48 before the application. Notification will be provided in two ways:

1. A notice will be posted at the entrance to the Community Center.
2. A letter will be given to students to take home to their parents.

Parents or guardians, who wish to receive notification by first-class mail, must provide written notification to the Afterschool Program Director of this request. Notification by first-class mail will be post marked a minimum of three days prior to pesticide application.

## Health and Illness Policies and Procedures

### When are Students too Sick to be at the Community Center?

For the health and safety of all participants, students will not be able to attend the Otsego County Community Center Afterschool Program if they have any of the following symptoms or illnesses:

1. Appears to be severely ill.
2. Fever of 100° Fahrenheit or higher.
3. Diarrhea
4. Blood in stool
5. Vomiting
6. Abdominal pain (persistent)
7. Conjunctivitis (Pink Eye)
8. Hepatitis A
9. Impetigo
10. Measles
11. Mouth sores
12. Mumps
13. Pediculosis (Head Lice)
14. Pertussis (Whooping Cough)
15. Pinworms
16. Rash with fever and/or behavior change.
17. Scabies
18. Streptococcal pharyngitis (Strep Throat)
19. Tuberculosis (TB)

A student exhibiting any of these symptoms or illness the night before or in the morning should not be brought to the Otsego County Community Center Afterschool Program, even if medication had been given to the student. A doctor's note may void this rule by stating: that the symptoms are not contagious. However, if a student returning to the Center with a Physician's note and resumes having a fever or symptoms noted above, the note will be voided and the student will be sent home.

## Notification Plans for Accidents, Injuries and Illness

### Illness:

Parents/guardians will be **notified immediately via phone** when Otsego County Community Center Afterschool Staff notice any of the following symptoms or changes in a student's behavior:

1. Significant changes in a student's activity level or behavior that prevents the student from comfortably participating in routine activities while at the Center.
2. Symptoms of illness, such as excessive coughing, breathing difficulties, diarrhea, vomiting, loss of appetite, etc.
3. Significant change in how the body temperature feels to the touch.
4. Significant change in the student's appearance.
5. Comments or complaints from the student indicating illness

If a student exhibits any of the above symptoms, his/her parents/guardians will be expected to pick-up the student. If the parent is not reachable, the student's emergency contact person will be notified via phone. A student who is too ill to remain in the group will be placed in separate area, cared for and supervised until the parent arrives.

### Accidents/Injuries:

The Program director, Otsego County Parks and Recreation employees and Afterschool staff are certified in CPR, basic first-aid and AED use.

**Minor Injury:** In the event of a minor injury or accident, students will be given first-aid, comforted, and incident report will be completed. Parents will be **notified verbally at the time of pick-up.**

Because students may have unknown allergies or reactions to certain types of first-aid supplies, the staff will only use water to clean the injured area, apply ice, and cover with bandages as needed.

**Major Injury:** In the event of a major injury or accident, parents will be **notified immediately via telephone.** If the parent is unreachable, the emergency contact person will be contacted. In some cases, EMS may be contacted to assist the student. Major injuries or accident include but are not limited to:

- a. Head injuries of any kind
- b. Injuries requiring medical attention
- c. Unconscious student

**Incidents:**

Incidents include, but are not limited to, the following:

1. A student is lost or left unsupervised.
2. Alleged sexual contact between students or a student and a staff member or volunteer.
3. Physical discipline of a student by a staff member or volunteer
4. If any of the above incidents occur at the Otsego County Community Center, parents will be **contacted immediately via phone.**

**Head Lice Policy**

Head lice are a common social nuisance. While they do not represent a serious health threat to students, they are very unpleasant, cause itching and are sometimes hard to eliminate. They are highly communicable and are NOT a sign of poor hygiene. No family or student will be made to feel embarrassed by this condition.

Prevention of infestation is the best way to deal with head lice. Students will be discouraged from sharing combs, brushes, hats, headphones and other headgear while at the Center.

Should head lice be identified, the following procedures will be enforced:

1. The parent/guardian will be contacted via phone and informed of the situation.
2. The parent/guardian **MUST** pick up their student immediately.
3. Upon return to the Center, the student will again be checked for head lice.
4. If there are nits/eggs, the student will not be allowed to return to the Afterschool Program.

**Severe Weather Afterschool Program Cancellation**

If Gaylord Community Schools are closed for a snow day, the Otsego County Community Center Afterschool Programs will be cancelled.

If Gaylord Public Schools close early (before the regular end of the school day) due to severe weather, the Otsego County Community Center Afterschool Programs will also be cancelled.

If there is the threat of severe weather or blizzards during the afterschool programs hours, the Program Director will decide whether or not to cancel the afterschool program.

**Procedure for Cancelling the Afterschool Program** – In the event of a treat of severe weather in the afternoon/evening the following procedure will be followed to let parents/guardian know that the Afterschool program has been cancelled:

1. Parents will be notified via phone that the afterschool program is cancelled.
2. If possible, parents will be notified before students leave school so that students can ride the bus home from school.

3. Students who come to the Center will have to call their parents to be picked up immediately.

## Licensing Notebook

The Otsego County Community Center Afterschool Program licensing notebook is available for parents and guardians to view during regular business hours. The licensing notebook contains all the licensing inspection and special investigation reports related corrective action plan for the Otsego County Community Center. The licensing inspection and special investigation reports from at least the past 2 years are also available on the student care licensing website at [www.michigan.gov/mistudentcare](http://www.michigan.gov/mistudentcare).



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## Advance Notice of Pesticide Treatment Otsego County Community Center

Attention: Parents/Guardians of children attending the after school program

This facility utilizes an Integrated Pest Management approach for pest control, employing non-chemical methods that include sanitation and exclusion to control pests. However, from time to time a pesticide application may be necessary to control certain pests.

Please be advised that a pesticide is expected to be applied to control \_\_\_\_\_.

The approximate location of this pest control treatment is \_\_\_\_\_.

The anticipated date of treatment will be \_\_\_\_\_.

If you have questions pertaining to this treatment, please contact:

Gina Marchio, Otsego County Parks and Recreation Director  
989-732-6521  
[gmarchio@otsegocountymi.gov](mailto:gmarchio@otsegocountymi.gov)

For further information pertaining to pesticides you can contact the National Pesticide Information Center at Oregon State University. The toll free number is 800-858-7378. The website is [www.npic.orst.edu](http://www.npic.orst.edu).

For additional information pertaining to pesticide use, you can contact the Michigan Department of Agriculture and Rural Development (MDARD) at 800-292-3939 or [www.michigan.gov/mdard](http://www.michigan.gov/mdard).



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### Pesticide Recordkeeping Form

#### LOCATION & INSPECTION INFORMATION

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Pests Noted: \_\_\_\_\_

Conditions Conducive To Pest Infestation: \_\_\_\_\_

Pest Management Recommendations Made By The Applicator: \_\_\_\_\_

Structural or Habitat Modifications Undertaken: \_\_\_\_\_

#### APPLICATION INFORMATION

Name of Pest Control Firm (If Employed) & Emergency Phone Number: \_\_\_\_\_

Target Pest(s): \_\_\_\_\_ # Of Target Pests Found or Reported: \_\_\_\_\_

Name of Applicator: \_\_\_\_\_ Certification/Registration #: \_\_\_\_\_

Name of Pesticide(s) [Brand or product name]: \_\_\_\_\_

EPA Reg #(s): \_\_\_\_\_ Active Ingredient(s): \_\_\_\_\_

Concentration of Pesticide(s) Applied (i.e., the amount of formulated material & the amount of carrier used to make the end-use dilution): \_\_\_\_\_

Total Amount of Pesticide(s) Used: \_\_\_\_\_

Method of Application (ex: pump sprayer, spreader, etc.): \_\_\_\_\_

Rate of Application (ex: #/1,000 ft<sup>2</sup>, to point of run-off, etc.): \_\_\_\_\_

Restricted Entry Interval: \_\_\_\_\_

Location Where Pesticide(s) Applied [Written description or map]: \_\_\_\_\_

#### Notes:

Dave Baragrey President, Scott Courterler Vice President, Pete Awrey Secretary, Doug Johnson Otsego Co. Board of Commission, Bill Holewinski Otsego Co. Road Commission, Judith Jarecki Otsego County Planning Commission, Butch Fleming, Abel Cruz, Tom Johnson, Bonny Miller, Gina Marchio Director, Arnie Quay Coordinator, Keri Swantek Recording Secretary







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## Otsego County Community Center

### Discipline Policy

Otsego County Community Center Afterschool Program staff will use positive discipline methods will help guide a child toward self-discipline and independence. Positive methods of discipline include:

1. Redirecting or distracting a child from the unacceptable activity to a constructive one.
2. Planning ahead to prevent problems.
3. Encouraging, teaching and modeling appropriate behavior.
4. Setting consistent, clear rules.
5. Talking to the child about the feelings he/she is having.
6. Offering alternative solutions to the problem.
7. Involving children in solving problems.
8. Ensuring a relationship between the behavior and the discipline method.
9. Tailoring the method of discipline to the individual child.
10. Removing the child from the source of conflict.

***All of the following means of punishment shall be prohibited:***

1. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening child.
4. Depriving a child of meals, snacks, rest, or necessary toilet use.
5. Excluding a child from outdoor play or other gross motor activities.
6. Excluding a child from daily learning experiences.
7. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

***Time-outs-*** Will only be used as a last resort to help children gain control of their emotions. The time-out area will be a safe, comfortable area where children can relax and calm down. While in time-out children are not humiliated or made to feel threatened or afraid. Time-out will not last longer than it takes the child to calm down. Children in time-out will be supervised at all times.



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**Unacceptable Behavior** – Certain acts of behavior by children are unacceptable within the Otsego County Community Center After School Program and may result in suspension. These include but are not limited to the following:

1. Willful destruction of property or vandalism
2. Threats of violence towards a child or supervisor
3. Bullying
4. Fighting or physical altercations
5. Gangs or gang activity
6. Possession or use of a weapon
7. Sexual Harassment
8. Deliberate taking of another individual's property or the property belonging to the Otsego County Community Center
9. False Alarms - willingly activating a fire alarm or Automated External Defibrillator (AED)
10. Swearing or vulgar language
11. Smoking and/or possession of tobacco, alcohol, or controlled substances
12. Wearing clothing that displays
  - a. Swearing, vulgar or profane language
  - b. Alcoholic beverages, drugs, tobacco, or other contraband
  - c. Gang related clothing or paraphernalia
  - d. Pants, slacks, shorts or jeans that are worn sagged or low on the waist
  - e. Low cut shirts or tops
13. Vulgar actions displayed in written, verbal or electric form or by gestures
14. Displays of public affection
15. Disrespectful behavior
16. Throwing things at others

**Employee Training:** Otsego County Community Center After School Program staff and non-supervised volunteers will receive positive discipline training during orientation, each year before the start of the school year and as needed throughout the school year.



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**Discipline Methods:** If a child is displaying a negative behavior, the following steps will be followed:

1. The staff member or volunteer will issue a warning to child(s). The staff/volunteer will remind the child of the rule that was broken and kindly but firmly tell the child the behavior is unacceptable.
2. If the behavior is repeated, pull the child(s) aside and discuss the behavior.
  - a. Have the child(s) identify the undesirable behavior and state the rule that was broken.
  - b. Staff/volunteers-ask the child(s) why the rule was broken. Is the child upset? Is something wrong? Is there a bigger problem we need to know about?
  - c. Staff/volunteers- talk to children about different ways to handle problem. What could child do the next time they have this problem?
  - d. Staff/volunteer - provides a consequence for repeating the action.
3. If behavior persists, follow through with the consequence. Consequences must be natural, logical and be given immediately following unwanted behavior.
4. If behavior continues, send child(s) to the program director. Program director will work with child(s) on a Restorative Thinking Form. Forms are age appropriate: one for elementary children and one for intermediate and middle school children.
5. If behavior does not improve, the program director will schedule a meeting with the child(s) and parents/guardians. The meeting will discuss ways that parents, child, and Center staff can work together to modify the unwanted behavior.
6. If the situation does not improve, the child may be suspended.
7. Three behavior reports will result in dismissal from the after school program.
8. In extreme cases of behavior, such as fighting, bullying, stealing, treats of violence, the parent or guardian will be called to pick up the child immediately and the child may be immediately suspended or dismissed from the program. This is at the discretion of the Park and Recreation Director or Program Director.



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Name \_\_\_\_\_ Date \_\_\_\_\_

**ELEMENTARY STUDENT RESTORATIVE THINKING FORM**

1. What choice did you make?

2. What were you feeling at the time? Circle the feeling or describe how you felt.

 Happy     Sad     Angry     Afraid     Silly     Annoyed

Others: \_\_\_\_\_

3. What were you thinking at the time?

4. Place a checkmark by those who have been hurt by your choice. Explain how they might feel or what has changed for them because of your choice.

_____ Myself	How?
_____ Students	How?
_____ Teachers	How?
_____ Principal	How?
_____ Family	How?
_____ Others	How?



**STUDENT RESTORATIVE THINKING FORM**

Name of Student \_\_\_\_\_

1. What decision did you make that caused you to be sent to the office?
2. Why did you decide to act that way?
3. Place a checkmark by those who have been harmed by your decision and explain how they have been harmed.

\_\_\_\_\_ *Victim*      In what way(s)?

\_\_\_\_\_ *Myself*      In what way(s)?

\_\_\_\_\_ *My parent(s) or other family members*      In what way(s)?

\_\_\_\_\_ *My teacher(s)*      In what way(s)?

\_\_\_\_\_ *Other staff members*      Which ones and in what ways?

\_\_\_\_\_ *Other students*      In what way(s)?

\_\_\_\_\_ *The school*      In what way(s)?

\_\_\_\_\_ *The surrounding community*      In what way(s)?

\_\_\_\_\_ *Others*      Who and in what way(s)?



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**Afterschool Discipline Form**



Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Date: \_\_\_\_\_

Description of incident: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Initials \_\_\_\_\_

Date: \_\_\_\_\_

Description of incident: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Initials \_\_\_\_\_

Date: \_\_\_\_\_

Description of incident: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Initials \_\_\_\_\_

*Developed by CalSERVES, Napa County Office of Education 5789 State Farm Dr, Suite 230, Rohnert Park, CA 94928 www.calserves.org*



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<i>Participant Name</i>		<i>Age</i>	<i>Date of Report</i>	<i>Incident Number</i>	
<i>Date of Incident</i>		<i>Time</i>	<i>Person making the report</i>		
<i>Description of Incident:</i>					
It is the responsibility of each participant to allow other participants the opportunity to participate in activities and to help promote a climate free of fear, intimidation, harassment, disruption, violence and other forms of disorder.					
<b>YOUR CHILD WAS DISPLAYING ONE OR MORE OF THE FOLLOWING BEHAVIORS:</b>					
1	Fighting/Assault	5	Possession/use of illegal substances	9	Throwing snowballs, stones, wood chips, equipment, etc
2	Abusive Language	6	Persistent misconduct	10	Obscene or lewd behavior
3	Insubordination	7	Intimidation/stalking threats	11	Theft
4	Possession/use of weapons	8	Disorderly conduct	12	Other
<b>STAFF HAVE COMPLETED THESE STEPS:</b>			<b>FUTURE ACTION(S) TO BE TAKEN BY CENTER STAFF:</b>		
1	Verbal reprimand – Date:		1	Conference with participant	
2	Communication with parent – Date/Time:		2	Parent contacted by phone Date:	
3	Center discipline – Explain:		3	Parent conference required Date:	
4	Referral to Supervisor – Date:		4	Participant suspended for ___ Day(s) Date to return:	
<b>STAFF SIGNATURE:</b>			<b>DATE:</b>		
Participant suspended from _____ Center. Parent(s) and child required to attend a reinstatement conference on: _____					
<i>Comments from conference:</i>					
<i>Participants Signature</i>		<i>Date</i>	<i>Parent Signature</i>		

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## Otsego County Community Center

### Parent Notification Policy

#### **Illness:**

1. Parents/guardians will be **notified immediately via phone** when indicators of changes in a child's health are present, including but not limited to:
  - a. Significant changes in a child's activity level or behavior that prevents the child from comfortably participating in routine activities while at the Center.
  - b. Symptoms of illness, such as excessive coughing, breathing difficulties, diarrhea, vomiting, loss of appetite, etc.
  - c. Significant change in how the body temperature feels to the touch.
  - d. Significant change in the child's appearance.
  - e. Comments or complaints from the child indicating illness
2. If a child exhibits any of the above symptoms, his/her parents/guardians will be expected to pick-up the child. If the parent is not reachable, the child's emergency contact person will be notified via phone.
3. Children too ill to remain in the group will be placed in separate area, cared for and supervised until the parent arrives.
4. Items and facilities used by an ill child or adult shall not be used by any other person until washed, rinsed, and sanitized using either a commercial sanitizer or a water and non-scented chlorine bleach solution with a concentration of bleach between 50 - 200 parts per million.
  - a. Washing, rinsing and sanitizing means:
    - i. Washing the surface or article vigorously with soap and water.
    - ii. Rinsing the surface or article with clean water.
    - iii. Submerging, wiping or spraying the surface or the article with a sanitizing solution
    - iv. Letting the article or surface air dry.
    - v. Bedding, stuffed toys and dress-up clothes in will be laundered in HOT water and detergent. If the item cannot be laundered, it must be discarded when soiled.
5. In the case of an emergency medical condition including but not limited to allergic reaction, seizure, or asthma attack, EMS may be contacted.

#### **Communicable Disease Notification:**

1. If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then the center shall notify all parents of the following:
  - a. The name of the communicable disease
  - b. The symptoms of the disease.
2. Parents will be notified of communicable disease by letter sent home to parents.



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3. If a child is exposed to Hepatitis B or HIV/AIDS, the local health department will be contacted prior to informing parents of the exposure. The local health department will help determine what information can be released to parents to assure confidentiality laws are not broken.

**Accidents/Injuries:**

1. Program directors, Otsego County Parks and Recreation employees and after school staff are certified in CPR, basic first-aid and AED use.
2. In the event of a minor injury or accident, children will be given first-aid, comforted, and incident report will be completed. Parents will be **notified verbally at the time of pick-up.**
3. In the event of a major injury or accident, parents will be **notified immediately via telephone.** If the parent is unreachable, the emergency contact person will be contacted. In some cases, EMS may be contacted to assist the child. Major injuries or accident include but are not limited to:
  - a. Head injuries of any kind
  - b. Injuries requiring medical attention
  - c. Unconscious child

**Incidents:**

1. Incidents include, but are not limited to, the following:
  - a. A child is lost or left unsupervised.
  - b. Alleged sexual contact between children or a child and a staff member or volunteer.
  - c. Physical discipline of a child by a staff member or volunteer.
2. If any of the above incidents occur at the Otsego County Community Center, parents will be **contacted immediately via phone.**



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## Otsego County Community Center

### Exclusion/Illness Policy

#### Children, Staff and Volunteers

For the health and safety of all participants, children, staff members and volunteers will not be able to attend the Otsego County Community Center Afterschool Program if they have any of the following symptoms or illnesses:

1. **Appears to be severely ill.**
2. **Fever** of 100° Fahrenheit or higher.
3. **Diarrhea:** defined by more watery stools - may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigelloses or E. coli infections.
4. **Blood in stool**
5. **Vomiting:** Exclude if child, staff or volunteer has vomited two or more times in the previous 24 hours.
6. **Abdominal pain (persistent):** that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
7. **Conjunctivitis (Pink Eye):** excluded for bacterial conjunctivitis (red eyes, green or yellow discharge) They may return after treatment has started and are able to participate in activities.
8. **Hepatitis A:** Exclude until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the local health department.
9. **Impetigo:** Exclude until 24 hours after treatment has begun.
10. **Measles:** Exclude until 5th day after rash disappears or local health department states patient is non-infectious.
11. **Mouth sores:** Exclude if mouth sores is coupled with drooling.
12. **Mumps:** Exclude until 9 days after onset of parotid gland swelling.
13. **Pediculosis (Head Lice):** excluded until there are no nits present. An additional treatment is needed 7 to 10 days later to kill the eggs that have hatched.
14. **Pertussis (Whooping Cough):** excluded until five days of appropriate antibiotic has been completed or until local health department states patient is non-infectious.
15. **Pinworms:** excluded for 24 hours after treatment has begun.
16. **Rash:** with fever and/or behavior change.
17. **Scabies:** excluded until 24 hours after treatment is begun.
18. **Streptococcal pharyngitis (Strep Throat):** excluded until 24 hours after treatment has been begun.
19. **Tuberculosis (TB):** Exclude until the physician or local health department authority states that the child, staff member or volunteer is non-infectious.



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20. **Varicella-zoster (Chicken pox):** exclude until all the lesions have dried and formed scabs, usually within six days of onset of rash.

21. Any child, staff member or volunteers determined by the local health department to be contributing to the transmission of illness during an outbreak.

Temporary Exclusion is recommended when:

1. The illness prevents the child from participating comfortably in activities as determined by staff.
2. The ill child requires more care than the staff can give, which may result in compromising care for other children.

Following an illness or injury, children, staff members or volunteers will be able to return to the program when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate.



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## Otsego County Community Center Nutrition and Food Service Policy

### General

1. A snack will be provided to all afterschool program participants.
2. The snack will be appropriate for children's individual nutritional requirements, developmental stages, and specific dietary needs.
  - a. Snacks provided by the Community Center will meet the meal pattern guidelines established by the Child and Adult Food Program.
3. In the events of special dietary needs, a written agreement shall be kept on file at the Community Center if a parent/guardian has agreed to provide milk or food.
  - a. If a parent/guardian forgets or is unable to provide the milk or food, the Community Center will provide the child with an alternative snack.
4. Community Center staff will work closely with parents/guardians of children with special dietary needs. A written procedure for dietary modification or substitution will be created for each child with special dietary needs. The procedure will be kept on file at the Community Center. The written procedure will include:
  - a. The child's special need.
  - b. Dietary Restrictions based on the dietary need.
  - c. Foods to be omitted from the diet and foods to be substituted.
  - d. Pertinent special need information such as what to do if a child inadvertently ingests a food he/she is allergic to, types of reactions to look for, etc.
5. The Community Center will have adequate staff so that snack service does not detract from direct care and supervision of children.
6. A drinking fountain is mounted in the entryway at the Community Center. Children will be allowed access to the water at the drinking fountain throughout their time at the Center.
7. No child will be excluded from receiving a snack if he/she is present at the Center at the time of snack service.
8. Monthly snack menus will be created and posted in a place visible to parents. Food substitutions will be noted on the menu the day the substitution occurs.
9. Children will not be served beverage containers that look unsanitary.



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10. Children will be given snack and beverages while seated in the bleachers or on the gym floor. No child will be allowed to walk, run or play while eating or drinking. Gum chewing is prohibited.
11. Uneaten food that remains on a dish from which a child had eaten shall be discarded.
12. Food already served and handled by the consumer of the food, may not be served again, unless it is in the original, unopened/untampered wrapper.
13. Home canned products are prohibited from being served at the Community Center.

### **Milk**

1. All fluid milk and fluid milk products shall be pasteurized and meet the grade "A" quality standards.
2. Milk shall be served from any of the following containers:
  - a. A commercially filled container stored in a mechanically refrigerated bulk milk dispenser.
  - b. A commercially filled container not to exceed 1 gallon.
  - c. A sanitized container only if poured directly from the original container.
3. All of the following shall apply to milk:
  - a. Containers shall be labeled with the date opened.
  - b. Milk shall be served within 7 days of opening.
  - c. Milk shall not be served if the contents appear to be unsanitary or have been unrefrigerated for a period exceeding 1 hour.
  - d. Milk shall not be combined with the contents of other partially filled containers.
  - e. Contents remaining in single-service containers of milk shall be discarded at the end of snack time.

### **Food Provided by Parents/Guardians**

1. "Same-Day Supply" means for use during a single day.
  - a. Any food or beverage in a same-day supply returned to the parent/guardian at the end of the day or discarded.
2. "Multi-Day Supply" means for use over a multiple day period; up to seven days.
  - a. Milk, other beverages, and non-perishable food items may be furnished in a multi-day supply in an unopened commercial container.
  - b. Milk and other beverages furnished in a multi-day supply shall be labeled with the child's first and last name and the date of opening and shall be returned to the parent or discarded 7 days after opening.



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- c. Non-perishable food items furnished in a multi-day supply shall be labeled with the date of opening, when applicable, and the first and last name of the child for whom its use was intended.
  - d. After 7 days, the unused non-perishable food items will be returned to the parent/guardian.
3. Food and beverages provided by parents/guardians shall be feed only to the child for whom the item is labeled.
4. Milk and other perishable food items will be kept in the refrigerator or stored at a safe temperature until used.



Child and Adult Care Food Program Meal Pattern Requirements Age 1 and Over			
BREAKFAST	Age 1-2	Age 3-5	Age 6-12
Milk, fluid <sup>1</sup>	1/2 cup	3/4 cup	1 cup
Vegetable, Fruit or full strength juice <sup>2</sup>	1/4 cup	1/2 cup	1/2 cup
<b>Grains/Bread <sup>2</sup> (whole grain or enriched):</b>			
Bread	1/2 slice	1/2 slice	1 slice
or cornbread, rolls, muffins or biscuits	1/2 serving	1/2 serving	1 serving
or cold dry cereal (volume or weight, whichever is less)	1/4 cup or 1/3 oz	1/3 cup or 1/2 oz	3/4 cup or 1 oz
or cooked cereal, pasta, noodle products, or grains	1/4 cup	1/4 cup	1/2 cup
<b>SNACK - Select 2 of the following 4 components:</b>			
Milk, fluid <sup>1</sup>	1/2 cup	1/2 cup	1 cup
Vegetable, Fruit or full strength juice <sup>2,7</sup>	1/2 cup	1/2 cup	3/4 cup
<b>Grains/Bread <sup>2</sup> (whole grain or enriched):</b>			
Bread	1/2 slice	1/2 slice	1 slice
or cornbread, rolls, muffins or biscuits	1/2 serving	1/2 serving	1 serving
or cold dry cereal (volume or weight, whichever is less)	1/4 cup or 1/3 oz	1/3 cup or 1/2 oz	3/4 cup or 1 oz
or cooked cereal grains, pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
<b>Meat or Meat Alternates <sup>2,4</sup></b>			
Lean meat, fish or poultry	1/2 oz	1/2 oz	1 oz
or cheese	1/2 oz	1/2 oz	1 oz
or cottage cheese, cheese food or cheese spread	1 oz (or 1/8 cup)	1 oz (or 1/8 cup)	2 oz (or 1/4 cup)
or yogurt	2 oz (or 1/4 cup)	2 oz (or 1/4 cup)	4 oz (or 1/2 cup)
or egg	1/2 egg	1/2 egg	1/2 egg
or cooked dry beans or dry peas	1/8 cup	1/8 cup	1/4 cup
or peanut butter, soy nut butter, or other nut or seed butters <sup>5</sup>	1 tablespoon	1 tablespoon	2 tablespoons
or peanuts, soy nuts, tree nuts, or seeds <sup>6</sup>	1/2 oz	1/2 oz	1 oz



Child and Adult Care Food Program Meal Pattern Requirements Age 1 and Over			
LUNCH / SUPPER			
Milk, fluid <sup>1</sup>	1/2 cup	3/4 cup	1 cup
Vegetables and/or Fruit (2 or more kinds) <sup>3</sup>	1/4 cup total	1/2 cup total	3/4 cup total
<b>Grains/Bread <sup>2</sup> (whole grain or enriched):</b>			
Bread	1/2 slice	1/2 slice	1 slice
or cornbread, rolls, muffins or biscuits	1/2 serving	1/2 serving	1 serving
or cooked cereal grains, pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
<b>Meat or Meat Alternates <sup>2,4</sup></b>			
Lean meat, fish or poultry	1 oz	1 1/2 oz	2 oz
or alternate protein products <sup>6</sup>	1 oz	1 1/2 oz	2 oz
or cheese	1 oz	1 1/2 oz	2 oz
or cottage cheese, cheese food or cheese spread	2 oz (or 1/4 cup)	3 oz (or 3/8 cup)	4 oz (or 1/2 cup)
or yogurt	1/2 cup (or 4 oz.)	3/4 cup (or 6 oz.)	1 cup (or 8 oz.)
or egg	1/2 egg	3/4 egg	1 egg
or cooked dry beans or dry peas	1/4 cup	3/8 cup	1/2 cup
or peanut butter, soy nut butter or other nut or seed butters <sup>5</sup>	2 tablespoons	3 tablespoons	4 tablespoons
or peanuts, soy nuts, tree nuts, or seeds <sup>6</sup>	1/2 oz	3/4 oz	1 oz

<sup>1</sup> See rules R 400.8330 and 400.8240 regarding additional milk requirements.

<sup>2</sup> Or an equivalent quantity of any combination.

<sup>3</sup> Full-strength vegetable or fruit juice may contribute to no more than one-half of this requirement.

<sup>4</sup> Cooked lean meat without bone or breading.

<sup>5</sup> No more than 50% of the meat/meat alternate requirement can be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to meet the requirement.

<sup>6</sup> The alternate protein product must contain at least 18% protein by weight when fully hydrated or formulated.

<sup>7</sup> Juice may not be served when milk is served as the only other component.

**Consultation**

The following best practices are recommended:

- Parents who supply the food should be encouraged to provide nutritious food for their children.
- Check with parents regarding food allergies children may have.
- Meals and snacks should be provided to children based on:
  - Individual needs of children.
  - Ages of the children.



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## Special Diet Statement for Participants with Food Allergies

This Special Diet Statement is for a participant of the Otsego County Community Center Afterschool Program who is medically certified as having a special dietary need. Requests for a special diet must be:

- Supported by a Special Diet Statement that is thoroughly completed by a recognized medical authority such as a licensed physician, physician assistant, certified nurse practitioner, registered dietitian, licensed nutritionist or Chiropractor.
- Submitted to the Otsego County Community Center before any meal modifications will be made.

PART 1: PARTICIPANT INFORMATION			
PARENT OR GUARDIAN MUST COMPLETE. PLEASE PRINT.			
Participant's Name: Last / First / Middle Initial			Date of Birth:
Provider's Name & Food Program id number:			Today's Date:
Parent/Guardian Name:	Home Phone Number:	Work Phone Number:	
Parent /Guardian Address:	City:	State:	Zip Code:
<b>Meals or snacks to be eaten at child care site: (circle all that apply)</b>			
<b>School:</b>	<b>Child Care:</b>	<b>Site-Summer Food Service Program:</b>	
Breakfast      Lunch	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper	Breakfast    Lunch    Supper    Snack	
Afterschool Care Program (snack)	<input type="checkbox"/> Am Snack <input type="checkbox"/> Pm Snack <input type="checkbox"/> Eve Snack		
Parent/Guardian Signature: _____			Date: _____
PART 2: PARTICIPANT STATUS			
RECOGNIZED MEDICAL AUTHORITY MUST COMPLETE.			
<b>Participant does <i>not</i> have a disability but is requesting a special meal or dietary accommodation.</b>			
Describe and/or select the medical or special dietary condition which restricts the participant's diet:			
_____			
<input type="checkbox"/> <b>Lactose Intolerance:</b> <input type="checkbox"/> No milk to drink    (Schools: participant must be offered lactose-reduced or lactose-free milk as required by state law (Minnesota Statutes section 124D.114) when supported by a written request from the parent/guardian.			
<input type="checkbox"/> <b>Food Intolerance:</b> Food(s) intolerant to: _____			
<input type="checkbox"/> <b>Food Allergy:</b> Food(s) allergic to: _____ <small>The participant's allergy to the food(s) stated above <b>does not</b> result in a life threatening (anaphylactic) reaction.            PLEASE NOTE: a food allergy is considered to be a disability when it results in a life-threatening (anaphylactic) reaction.</small>			
•The school/center/site cannot guarantee that the facility or dining area will be allergen free. •			

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**PART 3: DIETARY ACCOMMODATION  
FOODS TO BE OMITTED AND FOODS TO BE SUBSTITUTED / OTHER INSTRUCTIONS  
RECOGNIZED MEDICAL AUTHORITY MUST COMPLETE PLEASE PRINT.**

**Foods to be omitted and substitutions:** List specific foods to be omitted and foods to be substituted.

FOODS TO BE OMITTED	FOODS TO BE SUBSTITUTED

**Texture Modification:** \_\_\_\_\_ Purred \_\_\_\_\_ Ground \_\_\_\_\_ Bite-Sized Pieces \_\_\_\_\_ Other (specify) \_\_\_\_\_

**Other Dietary Modification / Additional Instructions** (describe): \_\_\_\_\_  
 \_\_\_\_\_ (attach specific diet order instructions)

**Infant Feeding Instructions:**

- In place of breast milk or iron-fortified infant formula, infant (age 8-12 months) is approved to be served:
  - whole milk
  - low fat (1%) milk
  - reduced fat (2%) milk
  - nonfat (skim) milk
- Infant to be served Non-Iron Fortified Infant Formula (infant under 12 months)
- Infant to be served Non-Iron Fortified Infant Cereal (infant ages 4 months to first birthday)
- Infant to be served:  Nutramigen  Pregestimil  Alimentum  Other Special Formula \_\_\_\_\_
- Infant to be served a different dilution of formula: \_\_\_\_\_ (Kcal/ounce)
- Additional Instructions: \_\_\_\_\_

**SIGNATURE OF RECOGNIZED MEDICAL AUTHORITY**

**RECOGNIZED MEDICAL AUTHORITY MUST SIGN and RETAIN A COPY of this DOCUMENT.**

Recognized Medical Authority Name/Credentials (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinic/Hospital Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## Otsego County Community Center Afterschool Program

### Parent Agreement to Provide Milk or Food for a Child with Special Dietary Needs