

2023 Overbrook Parks and Recreation Summer Camp Program Proposal

To the USD 434 Board of Education:

Hello, my name is Jessica Caylor, I am the new Overbrook Parks & Recreation (OPR) Director. OPR would like to propose a partnership with USD 434 Santa Fe Trail School District to house the OPR Summer Camp Program at the Overbrook Attendance Center during the summer months of 2023.

OPR recognizes that during the summer months parents need a program that offers a safe, fun and supportive environment for their school aged children to attend. OPR Summer Camp will provide an opportunity for school aged children to partake in activities that help keep them engaged in learning, elevate their physical activity and promote community involvement over the summer.

As a previous employee of the USD 434 school district and of the OPR Summer Camp from 2022, I completely understand the concerns the BOE and the OAC administrator Lorle Bolt have about the past 2 years OPR has partnered with OAC. Moving forward I fully intend to work with Lorle Bolt and the BOE to address these concerns and make this a great partnership as this summer program is needed in the community and benefits our USD 434 school aged children.

OPR currently holds a KS Department of Health and Environment License for a Building Based School Age Program. License No. 0080726-004. This license is for children who have completed one full year of Kindergarten up to children who have completed a full year of 5th grade. With our license we are authorized to care for up to 93 school age children.

OPR Summer Camp Proposed Dates: Monday May 22, 2023 - August 4, 2023

*Closed on Memorial Day - Monday May 29, 2023

OPR Summer Camp Proposed Hours of Operation: Monday - Friday 7:30 am - 5:30 pm.

I have a meeting with Lorle Bolt on April 11, 2023 to discuss details about where OPR Summer Camp will be located inside OAC to do activities while weather does not permit campers to be outdoors. OPR will be utilizing the outdoors as much as possible during the 2023 summer months as long as it is not raining or temperatures aren't above 100 degrees fahrenheit we will be outside on the OAC playground or other approved outdoor areas in the community. During days weather does not permit OPR summer camp to be outdoors OPR campers and staff could be in the building anytime during the hours of operation stated above. OPR will be utilizing the free breakfast and lunch program for the campers so we will be using the cafeteria for meals.

OPR summer camp staff will be responsible for daily cleaning of the areas used by OPR summer camp including but not limited to bathrooms, playground and area discussed with Lorle Bolt where campers will do activities while weather does not permit us to be outdoors. I have also attached a sample cleaning checklist that I will be enforcing with the employees to do at the

beginning, middle and end of every day to ensure the areas used by OPR is kept clean. This list can be updated and items can be added for the employees to complete to ensure that we keep OAC clean. OPR would be responsible for any damage done to the property.

OPR staff will be solely responsible for any phone calls and parent drop offs and pick-ups. I will be updating the past years OPR Summer Camp Guardian Handbook to include all of this information for parents as this is not a school program and OAC should not be responsible for answering parent calls and handling drop offs and pick-ups for OPR summer camp. If a parent does happen to call please don't hesitate to tell them sorry you can't help them and to please contact OPR at (785) 219-9060, this would have them contact me directly.

Thank you for your time and consideration,

Jess Caylor

Overbrook Parks and Recreation Director
OPR@OverbrookKS.com
(785) 219 - 9060