



OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2012-042
CONTACT: Alice Shannon, Accountant
Accounting & Financial Reporting
TELEPHONE: 833-5832

TO: All Principals/Child Care Coordinators
FROM: Melissa O'Malley, Director of Accounting & Financial Reporting
DATE: June 12, 2012
SUBJECT: Child Care Summer Activities

When planning for your Child Care Summer Activities, please refer to the following information:

1. Attached is a memo from Jim Palmer, Risk Manager, dated June 11, 2012, regarding insurance for swimming activities for the child care programs.
2. Child Cares are allowed to use one *blanket* MIS 5185 On/Off Campus School Activity Form for each student for all summer field trips. The Parent must complete Section B, or Section C, and the parent permission portion of the form. Mr. Palmer recommends using the description **All Summer Child Care Activities** under the Name of Event. Since the form is to be used for all summer activities make sure under the Date and Time you put a date range of when the field trips will begin and end. (For Example June 1, 2012 – August 17, 2012)
3. If your school plans to use purchase orders for summer field trips, please meet with your school's bookkeeper as soon as possible. The last day for entering requisitions online is June 15, 2012, by 2:00 p.m.
4. All child care petty cash accounts have to be replenished before June 30, 2012. The last day to request reimbursement for child care petty cash is June 14, 2012.
5. If your child care uses internal funds to deposit field trip fees, remember to fill out a check request for each field trip and give the bookkeeper ample notice to have the check written.

Should you have any questions or need additional information regarding child care summer activities, please contact the following individuals based on subject area:

1. Insurance – Jim Palmer at 833-3190,
2. Procure Posting and Reports – Alice Shannon at 833-5832
3. Internal Funds and Purchase Orders – School Bookkeeper.

Attachment

SCHOOL DISTRICT OF OKALOOSA COUNTY

SUPERINTENDENT OF SCHOOLS
ALEXIS TIBBETTS, Ed.D.

ATTORNEY TO THE BOARD
C. JEFFREY McINNIS, ESQ.



BOARD MEMBERS
CINDY FRAKES
CHUCK KELLEY
CATHY THIGPEN
MELISSA THRUSH
RODNEY L. WALKER

TO: Before and After School Daycare Providers

FROM: Jim Palmer, Risk Manager

DATE: June 11, 2012

RE: Swimming Activities

A reminder to all Daycare Directors regarding Swimming Activities. This insurance does not apply to:

"Bodily injury" "property damage" or "personal and advertising injury" arising out of or related to any swimming pool, bathing pool, wading pool, swimming facility, public or private beach, lake, pond or ocean, however this exclusion does not apply to **wading pools meeting the following criteria:**

- a. Depth not to exceed 18 inches; and
 - b. Size not to exceed 8 feet; and
 - c. Plastic construction.
2. "Bodily injury" "property damage" or Personal and advertising injury" to any person while practicing for or participating in any swimming related activity, sport, athletic contest or exhibition.

Should you have any questions, please do not hesitate to contact me at 833-3190.

Thank you

cc: Riverside Elementary School
Bob Sikes Elementary School
Wright Elementary School
Northwood Elementary School
Plew Elementary School
Antioch Elementary School
Bluewater Elementary School
Edge Elementary School
Alice Shannon, Finance Department

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TELEPHONE (850) 833-3100 FAX (850) 833-3436

CARVER HILL - 461 W. SCHOOL AVE. - CRESTVIEW, FLORIDA 32536
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