



Recreation Report January 2021

Day Camp

- Hired a head camp counselor
- Trained camp counselor
- Rearranged room for New Year
- Completed state required papers for 2021 for licensing
- Received notice that our kids pictures from the summer food program will be featured in a state newsletter
- Completed BMA for CACFP and SFSP
- Invoiced CACFP for December
- Updated summer camp staff manuals
- Flyer for camp complete enrollment starts Feb 15th for new campers
- PASSED an unannounced state licensing visit for daycare, all found to be in compliance
- Prepared and sent out tax statements for childcare for 2020 to all parents
- Completed 2021 enrollment summer camp packets and field trips and authorization forms
- Worked in classroom for camp as counselor was quarantined for 2 two weeks
- Completed training hours required for licensing for Jan and Feb.
- Grocery run for camp food

Lights at the Lake

- Money verified daily from agency
- 2021 brought in \$9871.47 which is over \$2477.11 last year.

Programs

- Dance Class
- Fit Fun
- Chair Yoga
- Father Daughter and Mother Son dance postponed to April PSA sent out
- Preparing summer ball roll out

Golf Course Clubhouse

- Rounds of golf play up from last December.
- December 2019 = 246 December 2020 =363 up 117 rounds
- Created barcodes for new fees
- Created punch card for rounds an range balls
- Ice machine emptied and cleaned
- Listen to a POS software pitch (not ideal for our system)
- Prepared rental agreement and procedures for clubhouse rental
- Held meeting with staff at GC clubhouse
- Met with Golf Advisory to review rules for golfers and get feedback on grounds
- Re did bar codes for all products as the old ones stop working

Pool

- Updated pool staff manual
- Updated safety and emergency staff procedures manual
- Completed 2021 punch cards
- Completed 2021 coupon books

Completed Park Board minutes from December meeting

Completed Park board Packet for January meeting

City Beat 2X

Budget meeting

Prepared banners for programs to hang by public works

Updated Facebook

Payroll 2x

Attended Loss Control meeting

Met with radio for advertising job positions and radio auctions promo

SAMs club run for supplies for facilities

Radio interview regarding dances

Met with NRMC, VCAD and Mr. Mitchell for possible mass vaccination clinic