

2017 Summer Camp Parent Handbook

Welcome to Dunedin Parks & Recreation Department's Summer Camps!

Our staff has developed this Parent Handbook to familiarize you with Dunedin Parks & Recreation Department policies and procedures and to help answer any questions you might have. This Parent Handbook contains important camper and parent/guardian information. Please be sure to read this Parent Handbook with your child. You will also receive a weekly informer that we suggest you post in a place where you and your child can refer to it.

We are glad you have chosen us to provide a fun, safe and enjoyable experience for your child this summer. We strive to employ the most caring and qualified staff possible. Our goal is to provide skilled leaders who are not only well trained but who are positive role models for your child. We are proud of our summer leaders! Their dedication and energies will be directed towards providing your child with an exciting summer experience. Staff training includes first aid, CPR, AED, behavior management, activity planning/coordination, safety and supervision; staff also complete local and federal background screenings.

We welcome your input and encourage you to contact us any time during the summer at the telephone numbers listed below. We are looking forward to a great summer with your child!

SUMMER CAMPS & CONTACTS

**Registration Office
(727) 812-4530**

Athletics

Chris Hoban, Athletic Specialist
(727) 812-4537

Baseball Camp
Multi-Sports Camp
Tennis Camp

Aquatics

Alicia Castricone, Coordinator
(727) 298-3265

Lifeguard Training
Sailing Camps
Swim Lessons

MLK, Jr. Recreation Center

Jocelyn Brodhead, Coordinator
(727) 738-2920

Basketball Camp
Babysitting Camp
Gymnastics Camp
Skateboard Camp
Teen Camp
Yoga Camp

Parks & Recreation Superintendent

Terry Trudell, (727) 812-4532

Community Center

Angel Trueblood, Coordinator
(727) 812-4536

Afternoon Adventures
Archery Camp
Bagpipe Camp
Dance Camp
Lego Lab
Paddling & Kayak Camp
Theater Camp

Stacie Voliton, Site Supervisor

Devyn Campbell, Site Supervisor
(727) 812-4530

iCamp for Fun
Learn & Play

Nature

Jocelyn Brodhead, Coordinator
(727) 738-2920

Matt Nauman, Site Supervisor
(727) 502-7384

Hammock Wilderness Camp

Liz Hough, Site Supervisor
(727) 298-2391

Nature Camp

REQUIRED FORMS

- Child’s Emergency/Identification Form. It is the parent’s responsibility to ensure that the child’s Emergency/Identification Record on file at the Registration Office contains up-to-date information.
- Medication Record Form (if needed).

PAYMENT

All camps are based on a weekly fee. Camp Times are 9:00 AM to 5:00 PM. X-Tra Rec is available from 7:30 AM to 9:00 AM and 5:00 PM to 6:00 PM for all camps for an additional fee each week.

Methods of Payment:

We accept check, cash, money order, Visa or MasterCard. Checks should be made payable to the “City of Dunedin.”

Payment in Full:

Enroll child in the desired camp sessions and pay camp fees in full at time of enrollment. This will ensure your child’s enrollment in the desired camp(s). Please note, specialty camps must be paid in full at time of enrollment.

Deferred Payments: (selected camps only)

- Must come to the Dunedin Community Center to set up deferred payments
- Pay in full for the first two weeks of desired camp(s)
- Pay a **\$25 non-refundable/non-transferable down payment** per each additional camp week
- Balances are due according to the published payment schedule (*below*)
- Payments may be made online
- Payments are the parents’ responsibility. The child’s enrollment will be automatically cancelled and the down payment forfeited if full payment is not received by the designated due date. Sorry, no exceptions.

<u>Camp Week</u>	<u>Camp Dates</u>	<u>Camp Fee Balance Due</u> <i>(All dates are Fridays)</i>
1	May 30 - June 2	<i>N/A; enrollment in this week would have had to have been paid in full.</i>
2	June 5 - June 9	<i>N/A; enrollment in this week would have had to have been paid in full.</i>
3	June 12- June 16	May 26
4	June 19 - June 24	June 2
5	June 26 - June 30	June 9
6	July 3 - July 7 (NO CAMP July 4 th)	June 16
7	July 10 – July 14	June 23
8	July 17 – July 21	June 30
9	July 24 – July 28	July 7
10	July 31 – August 4	July 14

SUMMER REFUND POLICY --- READ CAREFULLY

How Do I Request a Refund?:

Requests for refunds must be received in writing ten (10) business days prior to the start of camp. Requests may be submitted in person to the specific facility supervisor or mailed to Dunedin Community Center, Registration Office, 1920 Pinehurst Road, Dunedin, FL 34698.

If approved, refunds may be issued minus a \$20 administrative fee.

Refund Requirements:

1. No refunds will be issued after the program begins, except for medical reasons; see below.
2. No refunds for one-day programs or trips.
3. ID Cards will not be refunded after two weeks of issue date or if the card has been used; must include the card with the written request.

Medical Exemption:

A medical form signed by a doctor stating that the participant is unable to participate for the remainder of the program will entitle the participant to a pro-rated refund as outlined above.

DUNEDIN FOR YOUTH FUND

The City of Dunedin has scholarship opportunities (based on available funds) for Dunedin residents who qualify financially. Application forms are available from the Registration Office at the Dunedin Community Center & MLK, Jr. Recreation Center.

WEEKLY GROUP ASSIGNMENTS

For your child to have the opportunity to experience many different camps, Dunedin Parks & Recreation offers a variety of weekly camps including day camps, sports and specialty camps. **Camp registrations vary on a weekly basis and groups are divided according to age (down to the exact month). Therefore, your child may experience different leaders throughout the summer.**

SIGN-OUT PROCEDURE

Parents are required to sign their child out on a designated roster (signature and time required) at the end of the day. **ID's will be checked, so please be prepared.**

In regards to custody agreements, a complete legal document must be filed with staff. Staff will adhere to the custody pick-up schedule per the document provided. Any changes/updates to the agreement must be made in writing with a minimum of twenty-four hours' notice including both parents' signatures to confirm both parties agreement.

If your child walks or rides a bike to camp, you will complete the section on your Child's Emergency/Identification Record allowing the camper to check him/herself out.

Please note: There is no formal sign-in system, however we strongly recommend that you personally deliver your child to his/her leader. **We are not responsible for your child until he or she checks-in with his/her leader within the advertised start time of the program.**

ATTENDANCE AND PARTICIPATION

Children are encouraged to participate when present, unless sick or injured, in which case parents will be notified and camper will be sent home. Camp attendance is taken daily, please notify staff of known absences.

We do ask parents to follow two basic guidelines:

1. In cases when you may be picking up your child early, please let the Leader know ahead of time, as the groups do go off-site for outings. Please make sure that you personally tell your child's leader that you are taking the child and follow the sign-out procedure.
2. If your child is designated to walk or bike home at the end of the day and must leave camp early, parent must inform leader via a written note dated and signed.

LATE PICK-UP FEE POLICY

If your child is not picked up on time, a late fee will be charged as indicated below.

First Time: Verbal warning

Second Time: \$10 for first fifteen minutes and \$1 for each additional minute thereafter.

Late pick-up fees must be paid within five business days from issuance of fee.

STAFF

Our staff encourages open communication to ensure that your child has the best possible camp experience with us. Please feel free to stop by or call any time to discuss any comments or questions with your child's leader or camp supervisor. Informed leaders make better leaders!

TEEN LEADERSHIP PROGRAM

A Counselor in Training (CIT) will be assigned to assist with your child's group under the direction of the Recreation Leader. All CITs have been through an interview process and successfully completed training. Not only are the CITs a valuable asset to our summer programs, the teens will have the opportunity to grow as future leaders through this experience working with your children.

CLOTHING

Send your child to camp in comfortable clothes appropriate for the weather. We get very dirty in some of our activities, so older clothes are recommended or additional camp shirts may be purchased (while supply lasts). **No sandals, open-toed or high-heeled shoes are allowed. Sneakers/tennis shoes only.** Shorts, t-shirts and sneakers are acceptable camp attire. Campers are encouraged to wear camp t-shirts on field trips. Please send swimsuits, towels and sunscreen on swim days. **Sports Camp participants are required to wear sneakers every day.** Your child may bring optional equipment; such as cleats, gloves, bats, etc. Do not wear cleats to camp. **PLEASE LABEL ALL ITEMS WITH CHILD'S NAME.**

SUMMER T-SHIRTS

Campers enrolled in at least two weeks of summer camp will be issued a free summer T-shirt at enrollment. Additional t-shirts may be available for purchase during Registration hours. Cost: \$8.00 (tax included).

TELEPHONE

Please see page one for telephone numbers for the various camp locations. For general information, call the Registration Office at the Community Center at 812-4530.

“INFORMER”

A regular “informer”, listing your child’s weekly activities, will be sent home. Please be sure your child brings one home or ask your child’s Leader for a copy. You can also view the informers on-line at www.DunedinGov.com/camps. Please note that these schedules are subject to change.

LOST AND FOUND

Each camp will maintain a lost and found area near the office. Please label everything your child brings to camp. Please do not bring personal items (such as cell phones, I-Pods, tablets, MP3 players, toys, etc.) to camp. Have your child leave all toys, games, cards, etc. at home except on announced game days. **Dunedin Parks & Recreation Department is not responsible for the loss or damage of any items that your child may bring to camp.** Please check with staff immediately upon noticing the loss of any item(s). At the end of each weekly session, all lost and found items will be discarded.

INAPPROPRIATE USE OF EQUIPMENT/PROPERTY

Children misusing or intentionally damaging another person’s personal property or City equipment may be held responsible for its replacement. Such situations will be handled between the parties involved. The City of Dunedin will not be held responsible for replacement of items damaged by another child/participant.

LUNCHES

Please send your child to camp with a snack and a lunch each day. Send a lunch that will not spoil in a bag or small lunch box. **The campers will not have access to a refrigerator or microwave.** Please put the child’s first and last name on the bag/lunch box. Snacks and soft drinks will be available for purchase at each site daily (not available at Sailing Camp or Paddling/Kayak Camp).

The Nessie Café, located at the Dunedin Community Center, offers a daily lunch special for children attending the iCamp and Learn & Play camps; sign up and payment is done daily at time of check-in. **Please note, this is the only camp site that offers prepared lunches.**

MONEY

Please limit the amount of money that you send with your child to camp each day. Stress to your child to keep track of his/her money. We regret that staff is not able to hold your child’s money. It is advised that children keep their money on them in a fanny-pack or wrist wallet.

WATER

It is important that campers drink water during the day. Water is accessible to campers all day and personal water bottles are welcomed. Please make sure camper’s name is on his/her bottle.

SUNSCREEN

It is strongly recommended that parents apply sunscreen to their child each morning. Children should bring additional sunscreen (labeled) to apply throughout the day. It is the child’s responsibility to apply additional sunscreen or ask his/her leader for assistance. Hats are also recommended for outside activities.

MEDICATIONS

If your child takes **any** prescription medication during camp hours, we must have details and your signature on the **Medication Record Form**. Please make these arrangements with the Camp Supervisor the first day of camp or immediately thereafter if the situation changes.

The following information is required on the Medication Record Form:

1. Child's name, parents' names, home and work telephone numbers.
2. Times that the child is to get the medicine.
3. Dosage amount for each time given.
4. Signature and date stating that you are giving our staff permission to dispense medication to child.

****MEDICINE MUST BE IN ORIGINAL CONTAINER WITH CURRENT DATES, MARKED WITH NAME OF PATIENT/CHILD, MEDICINE AND DOSAGE****

ILLNESS

No child will be permitted to attend camp if they have a communicable (contagious) illness; this policy is for the safety and well-being of each child in our care. If your child is sick, please make other arrangements for child care.

We will send home any child who exhibits diarrhea, vomiting or a fever and may require a doctor's note in order for your child to return to camp. If your child is sent home, they should not return until they are symptom free for twenty-four hours.

HEAD LICE

Any child who is found to have head lice/nits will be sent home **immediately and will not be allowed to return to the program until his/her head is free of lice and nits**. Please assist us with this problem by following these few simple guidelines below:

1. No combs or hair brushes at camp, please.
2. No sharing hats.
3. Check your child's head daily.
4. Notify the Camp Supervisor immediately if a problem exists.
5. Begin treatment/Camp Supervisor can provide written information on treatment of head lice.
6. Child must be checked by Camp Supervisor and be free of lice and nits (even dead ones) to return to camp.

Please note: There will be no credit or refund for lost days at camp or in case of parent's decision to permanently remove child from camp due to lice.

AMBULANCE SERVICE

In the event of an emergency in which emergency medical staff warrants that the child be taken to the nearest hospital, transport fees will be the responsibility of the parents or legal guardian.

POTTY TRAINING

Please note that all children must be potty trained in order to enroll in the program. A potty trained child is defined as self-sufficient in the lavatory, including pulling pants up and down, wiping, flushing and washing hands without the assistance of a staff member. Pull-ups are not considered a substitute for potty training.

SWIMMING

A mandatory swim test will be required for each child in camp on his/her first day of swimming at Highlander Pool. The swim test consists of: jumping into water 9' deep, then continuously swimming 25 yards. A lifeguard will supervise each test. Children under ten years of age must take the test to swim in the large pool or they must stay in the small pool. On swim days, children are to bring labeled swimsuit, towel and sunscreen. Bathing suits are required for swimming; shorts are not permitted. Campers who forget their bathing suits or have a medical excuse will be provided with board games under the pool shelter. If your child has an internal virus or has had diarrhea in the past two weeks, please do not pack a bathing suit, as they will not be allowed to swim.

BICYCLES

Children who ride their bikes to and from camp should provide a lock and chain to secure their bike.

FAMILY NIGHT

We do hope all parents, grandparents, family and friends join us for an evening to celebrate your children and their memorable summer experience!!

PARENT INFORMATION

Keeping our parents informed and parents keeping US informed are very important to the success of our Summer Program.

Parents must contact the Center when:

1. Information on your child's Emergency/Identification Record has changed.
2. Someone other than those listed on your child's Emergency/Identification Record will be picking up your child.
3. A child cannot be picked up on time.
4. An incident or change occurs in your child's life that alters his/her attitude or behavior or causes emotional upset (i.e. divorce, loss of a pet, death in family). Staff will be sensitive to such situations and will maintain the child's confidentiality.
5. Your child has a contagious disease (i.e. head lice, pink eye, chicken pox).

Parents will be contacted immediately when:

1. Your child has received an injury that could require immediate medical attention.
2. Your child exhibits a medical condition that could be contagious or threatening to others in the program.
3. Your child is ill and unable to participate in planned activities.
4. Your child must be picked up due to unacceptable behavior.

Parents will be notified at pick-up time when:

1. Your child receives a minor injury that does not require the service of a professional in the medical field.
2. Your child complains of a non-emergency condition or symptom.
3. Your child exhibits unusual or inappropriate behavior.
4. We want to share your child’s accomplishments and positive social experiences.

The Program Supervisor will schedule parent conferences when:

1. Your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children.
2. The staff observes unusual patterns of behavior or participation.

CODE OF CONDUCT

Please carefully review the code of conduct with your child. In fairness to all campers, we expect appropriate behavior at camp. Disciplinary measures will be taken when necessary.

1. Campers may not leave camp without written permission.
2. Campers must stay in designated areas.
3. Campers will be courteous to fellow campers and staff.
4. Campers will respect city property, school property and all facilities therein.
5. Campers will respect and not abuse equipment.
6. Cursing, profanity/swearing, name-calling, fighting and roughhousing will not be tolerated.
7. Campers must follow camp and leader rules at all times. Flagrant disrespect will not be tolerated.
8. Campers should stay with the leader at all times.
9. Only “registered” participants are allowed at camp.
10. Campers must participate in activities and have FUN!

FAILURE TO OBEY THE PRECEEDING RULES MAY RESULT IN

1. Verbal reprimand by Leader.
2. Timeout from activity.
3. Verbal reprimand by Camp Supervisor in addition to notifying parent. A speed message will be sent home with the child to inform parents of the situation. This speed message (a written notice to parents) **must** be signed by parent(s) and returned with the child before the child is allowed back into the program.
4. Suspension from camp for a specified length of time one (1) day to two (2) weeks. In extreme cases, a child may be removed from the program entirely. All suspensions must begin the following day of camp. **No refunds or partial refunds will be given.**

***** PLEASE NOTE: Zero tolerance policy with weapons (knives/guns) and/or threats. Any behavior that is deemed malicious or violent or results in property or equipment damage and/or injury will result in immediate suspension, and possibly notification to the Pinellas County Sheriff’s Department. The number of days of suspension will be determined by the severity of the act. The parent will be responsible for payment for any damaged and/or destroyed property or equipment. Due to the nature of the disciplinary action, we reserve the right to implement whichever of the above steps are necessary. *****

WE THANK YOU FOR YOUR COOPERATION AND LOOK FORWARD TO A GREAT SUMMER!