

# 2024 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 it with your child. You will also receive a schedule of activities 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 staff camps with 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 the best summer experience. Staff training includes first aid, CPR/AED, positive behavior management, activity planning/coordination, safety, and supervision. All staff also have completed federal background screenings.

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

<b>Summer Camp Contacts</b>	
<b>Registration Office</b>	727-812-4530
<b>Athletics</b>	727-733-6728
<i>Chris Hoban, Coordinator</i>	
<ul style="list-style-type: none"> <li>• Sports Camps: Baseball, Fishing, Golf, Multi-Sports, Tennis</li> </ul>	
<b>Aquatics</b>	727-298-3266
<i>Alicia Castricone, Coordinator</i>	
Kayak Camp	
<b>Community Center</b>	727-812-4530
<i>Angel Trueblood, Coordinator</i>	
<i>Frannie Molinary &amp; Tina Ward, Site Supervisors</i>	
<ul style="list-style-type: none"> <li>• Pre-K Camp</li> <li>• Kids Camp</li> <li>• Specialty Camps: Acting, Bricks for Kidz, Dance, STEM, Theater</li> </ul>	
<b>Hammock Wilderness Camp &amp; Archery</b>	727-502-7384
<i>Matt Nauman, Site Supervisor</i>	
<b>Martin Luther King, Jr. Recreation Center</b>	727-738-2920
<i>Emily Hoban, Coordinator</i>	
<i>Joe Nash, Assistant Camp Supervisor</i>	
<ul style="list-style-type: none"> <li>• Tweens and Teen Camp</li> <li>• Specialty Camps: Basketball, Crafty Creations, Dodgeball, Fit Kids, Freshwater Fishing</li> </ul>	
<b>Nature Camp</b>	727-298-2391
<i>Robert Gore &amp; Taylor Johnson, Site Supervisors</i>	
<b>Jocelyn Brodhead, Recreation Superintendent</b>	<b>727-812-4531</b>

## REQUIRED FORMS

- Comprehensive Waiver (completed annually)
- Camp Registration Packet including Sunscreen/Insect Repellent Form (completed annually)
- Medication Record Form (as applicable)

## PAYMENT INFORMATION

**Methods of Payment:** We accept cash, check, money order, Visa, MasterCard, Discover, or American Express. Checks should be made payable to the “City of Dunedin.”

**Payment in Full:** Enroll the child in the desired camp sessions and pay camp fees in full at the time of enrollment. This will ensure your child’s enrollment in the desired camp(s). Please note, Hammock, Nature, and Specialty Camps must be paid in full at the time of enrollment.

**Transfer Fees:** A \$10 fee will be applied to each individual camp week transferred. Refunds may be issued in the event that the transferred camp costs less than the original camp. Transfer requests made less than ten (10) days prior to the start of the camp week will only be issued a credit as applicable.

### Deferred Payments: (*Pre-K, Kids, and Tweens/Teens Only*)

- 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.
- Xtra-Rec is not available for deferred payments and must be paid in full at the time of enrollment.
- Payments may be made online or in person.
- Balances are due according to the due dates listed below.
- A **\$10 late fee** will be charged for payments received after the due date.
- If payment is late and you intend to keep your child’s enrollment, you must email [registration@dunedinfl.net](mailto:registration@dunedinfl.net) by Saturday at 10 am or your child’s enrollment will be canceled without a refund as outlined by drop dates listed below.

Scan QR Code to  
register or pay online, or visit  
[www.DunedinGov.com/registeronline](http://www.DunedinGov.com/registeronline)



Camp Week	Camp Dates	Camp Fee Balance Due (All dates are Fridays)	Drop Date Due to Non-Payment (All dates are Mondays)
1	June 3 - June 7	<i>N/A; enrollment in this week is paid in full during initial enrollment.</i>	
2	June 10 - June 14	<i>N/A; enrollment in this week is paid in full during initial enrollment.</i>	
3	June 17 - June 21	May 31	June 3
4	June 24 - June 28	June 7	June 10
5	July 1 - July 5	June 14	June 17
6	July 8 - July 12	June 21	June 24
7	July 15 - July 19	June 28	July 1
8	July 22 - July 26	July 5	July 8
9	July 29 - August 2	July 12	July 15
10	August 5 - August 9	July 19	July 22

## **SUMMER REFUND POLICY**

### **Refund Requests:**

Requests for refunds must be received in writing ten (10) days prior to the start of the camp week. Requests may be submitted via email or in-person to the Camp Supervisor or Registration Staff. If approved, refunds may be issued minus 50% of the camp fee per participant, per refund request.

### **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 the issue date or if the card has been used; the card must be included 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 SCHOLARSHIP FUND**

The City of Dunedin has scholarship opportunities (based on available funds) for Dunedin residents who qualify financially. Application forms are available at the Dunedin Community Center & MLK, Jr. Recreation Center, or online at [www.DunedinGov.com/scholarship](http://www.DunedinGov.com/scholarship).

## **TEEN LEADERSHIP PROGRAM**

A volunteer teen leader, ages 13-16 years, will be assigned to assist with your child's group under the direction of staff. All teen leaders have completed interviews, obtained a background check, and successfully completed training. Teen leaders are an invaluable asset to our summer programs which affords them the opportunity to grow as future leaders.

## **INCLUSION/ADA POLICY**

The Dunedin Parks & Recreation Department complies with the Americans with Disabilities Act (ADA), and strives to ensure its programs are readily accessible to qualified disabled persons. It will therefore not deny admission to Summer Camp based on a camper's disability where the camper is able, with or without a reasonable accommodation, to meaningfully access and participate in the program. Should you wish to request the Department consider a request for a reasonable accommodation of your camper's disability, please make that indication on the camp registration form.

For any such applicants, staff will contact you individually to initiate the discussion of the specific case and what specific accommodation may be needed. Depending on the circumstances, we may require supplemental documentation or details of the request to ensure we correctly and fully respond to it. While we cannot guarantee the accommodation requested will be the one offered by the program, our staff's goal is to discuss with parents the relative reasonableness of potential accommodations, including their cost and impact on the program, and arrive at an acceptable solution. Although the department will consider accommodation requests involving the presence and participation of an adult caregiver, campers in need of one-on-one care to participate in program activities, communicate needs, or assist with personal care, the program does not provide such services, and providers retained by parents to provide

such services must comply with all City or state laws or rules concerning participation in child care programs of this type.

Our campers come in all sizes, shapes, and abilities. We consider a camper’s unique needs as just a part of who they are. We celebrate these differences and embrace the diversity of our camp community. Our philosophy of inclusion encourages acceptance, respect, and kindness, which positively impacts all campers.

**SIGN-OUT PROCEDURE**

Parents and authorized pick-up people are required to sign their child out on a designated roster (includes initials and time) at the end of the day. **IDs will be checked, so please be prepared.**

All changes to the pick-up list must be made in writing, including emergency situations. Phone calls to notify staff of an alternate pick-up person are not permissible. Acceptable written notification includes handwritten notes and emails from the parent/legal guardian’s email address.

In regard 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 themselves out.

**PROGRAM ACTIVITIES**

A schedule outlining camp activities and other important information such as swim days/times and field trips will be provided. Be sure your child brings one home or request a copy. Please note that these schedules are subject to change with some activities and/or trips canceled due to inclement weather or other circumstances.

**REMIND APP**

You can also get information right on your phone instead of handouts. Receive text updates, reminders, and fun snapshots of all things Camp Dunedin. **\*NO APP DOWNLOAD REQUIRED\***. Simply text your camp’s code to the # 81010. If you’re having trouble with 81010, text the code to 210-321-9690.

<b>Camp</b>	<b>Camp Code</b>
Pre-K Camp	@prekcampcc
Kids Camp	@kidscampcc
Tweens & Teens Camp	@teensmlk
Hammock Day Camp	@hammockday
Nature Camp	@naturecod
Multi-Sports Camp	@multicamp
Teen Leadership Program	@DunedinTLP

**ATTENDANCE AND PARTICIPATION**

Children are encouraged to participate and have fun! Camp attendance is taken daily; please notify staff of known absences.

We 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 may go off-site for outings.
2. If your child is designated to walk or bike home at the end of the day and must leave camp early, the parent must inform the leader via a written note dated and signed.

### DRESS CODE

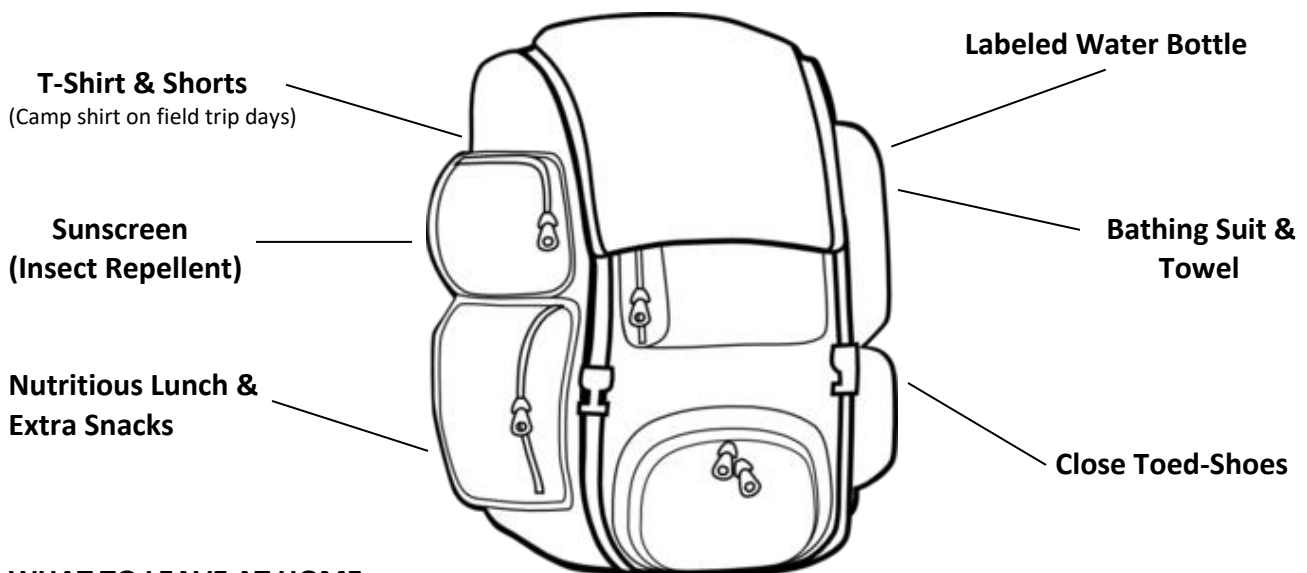
- Send your child to camp in comfortable shorts and shirts appropriate for the weather. We get dirty during some of our activities; older clothes/shoes are recommended or additional camp shirts may be purchased (while supplies last).
- **Sneakers/tennis shoes are required for safe participation in active play. Sandals, open-toed shoes, Crocs, and “wheelie” shoes are not permitted.**
- Clothing featuring inappropriate graphics such as profane language/messages, drugs/alcohol, or violence is not permitted.
- Clothing should also be properly fitted so that there is no exposure of undergarments.
- Campers may be required 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 YOUR CHILD’S NAME.**

### SUMMER CAMP T-SHIRTS

Campers will be issued one free Summer Camp T-shirt. Additional T-shirts may be available for purchase for \$10 (tax included) during registration hours.

### WHAT TO BRING TO CAMP



### WHAT TO LEAVE AT HOME

All electronics including cell phones, smart watches, tablets, video games, toys, real or fake weapons, cash and expensive items. **Staff are not responsible for lost or stolen items.**

## MEDICATIONS

If your child must take any medication during camp hours, including over the counter medicine, a Medication Record Form with dosage/dispensing details and parent/legal guardian signature must be on file. Please make these arrangements with the Camp Supervisor prior to your child's first day of the program or immediately thereafter if the situation changes. A parent/legal guardian or physician must also train staff on how to dispense medicine, including all non-prescription medicine, prior to Staff dispensing medicine.

MEDICINE MUST BE IN ITS ORIGINAL CONTAINER, MARKED WITH  
NAME OF PATIENT/CHILD, MEDICINE & DOSAGE and PHYSICIAN'S NAME & CONTACT INFORMATION.  
EXPIRED MEDICINE WILL NOT BE ACCEPTED.

## ILLNESS and COMMUNICABLE DISEASE

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 care.

Campers will be sent home if exhibiting symptoms of a communicable illness such as fever, diarrhea, vomiting, an open rash, or conjunctivitis (pink eye) and may require a doctor's note in order for your child to return to camp. If your child is sent home due to these symptoms, they should not return until they are symptom-free for twenty-four (24) 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 their head is free of lice and nits**. Please assist us with preventing head lice by following these few simple guidelines below:

1. No combs or hair brushes at camp.
2. No sharing hats.
3. Check your child's head daily.
4. Notify the Camp Supervisor immediately if head lice/nits are discovered.
5. Begin treatment; Camp Supervisors can provide written information on treatment of head lice.
6. **Child(ren) must be checked by the 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 due to lost days at camp or in case of the parent's decision to permanently remove the 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. If a restroom “accident” occurs, parents will be contacted to bring a clean change of clothing. Repeated “accidents” without medical documentation may result in dismissal from the program.

## **LUNCHESES**

Please send your child to camp with a non-perishable lunch and snack each day. **Campers will not have access to a refrigerator or microwave.** Please put your child’s first and last name on the bag/lunch box. If you think your child may be extra thirsty or hungry, please send extra food/drinks accordingly. Snacks and/or drinks will be available for purchase at select sites. **Please notify the Camp Supervisor of any food allergies and/or restrictions.**

## **SUMMER HEAT**

In light of the high temperatures/humidity levels and elevated heat indexes, we experience during the summer, staff will exercise the following safety measures in order to ensure your camper has fun in the sun safely.

1. **Monitor weather reports:** Supervisory staff monitor weather reports daily for heat advisories, excessive heat warnings, and inclement weather to determine whether or not outside activities should be conducted.
2. **Schedule outdoor activities mindfully:** Camp activities are scheduled with an alternating rotation of indoor and outdoor locations so that groups do not spend an inappropriate amount of time outside. Staff are encouraged to utilize shaded areas and a cooler with extra water is also available when not in close proximity to a water fountain. Camps that are based outside including Baseball, Golf, Hammock Wilderness, Nature, Multi-Sports, and Tennis cool off with inside breaks as needed, typically during the mid-morning, lunch, and mid-afternoon.
3. **Mix active and quiet activities:** The day is planned with a mix of active and quiet games, arts and crafts, etc. to ensure that campers not only experience a variety of activities but also have the opportunity to slow down, and therefore, bring their core body temperature down and avoid overheating.
4. **Take frequent hydration breaks throughout the day:** Campers are encouraged to bring a labeled water bottle to camp. Campers have access to a water fountain, bottle filling station, or cooler to refill their water bottle as necessary. Water is provided if a camper happens to forget to bring their water bottle. Additionally, staff model good hydration habits carrying and drinking from their own water bottles. Knowing that increased fluid intake is essential during times of high heat and physical exertion, we also want to share these helpful tips:
  - Drink more fluids regardless of how active your camper is. Don’t wait until you’re thirsty to drink.
  - Avoid or limit sugary and caffeinated drinks.
  - Eat foods with high amounts of water like fruits and vegetables.



- Replace salt and minerals lost through heavy sweating with low-sugar sports drinks and other drinks containing electrolytes.
5. **Encourage campers to wear appropriate clothing:** Campers are encouraged to wear lightweight, light-colored, loose-fitting clothing and hats.
  6. **Ensure proper use of sunscreen:** When outdoors, the CDC recommends SPF 15 or higher thirty minutes prior to going outside. The most effective products say "broad spectrum" or "UVA/UVB protection" on their labels. Please ensure you have completed the Sunscreen Form so that staff can assist with application and reapplication according to the package directions.
  7. **Train staff to be observant of signs of heat-related illnesses:** Our first priority is always to prevent heat-related illnesses. If someone does become overheated or ill, all staff have received Red Cross first aid training which includes identifying signs of heat-related illnesses, both in themselves and the campers in their care.

### **INCLEMENT WEATHER**

To help protect and limit any dangers during inclement weather, the Parks & Recreation Department utilizes a lightning detection system. The Strike Guard Early Warning System detects and tracks lightning strikes within a five-mile radius. When lightning strikes are detected, all campers will be kept indoors. When the Strike Guard System determines conditions are safe, (30 minutes of no lightning strikes), the system will provide notice that it is safe to resume outside activity. Outside activities and field trips may be postponed or canceled to ensure all campers' safety. **In the event of a cancellation, campers will be engaged in alternate activities. Please note, refunds are not issued due to weather-related conditions.**

### **SUNSCREEN/INSECT REPELLENT**

It is strongly recommended that parents apply sunscreen to their child each morning. Children should bring additional sunscreen (labeled) to apply throughout the day. When necessary, staff will assist with the application of sunscreen/insect repellent spray. Should parents request that sunscreen lotion/insect repellent be applied, parents will be required to complete a Sunscreen/Insect Repellent Form granting staff permission to assist with the application. Hats and UV-protective clothing are also recommended for outside activities.

### **SWIMMING**

A mandatory swim test will be required for each camper on his/her first day of swimming at Highlander Pool. Lifeguards supervise the swim test which consists of jumping into water 9' deep, then continuously swimming 25 yards.

On swim days, children should bring a 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 open-ended activities such as cards, board games, or books 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 permitted to swim.

## **FIELD TRIPS AND TRANSPORTATION**

Summer Camps include off-site trips which are supervised with safety as the paramount focus. Trip fees are included in the weekly cost of camp; parents may choose to send additional money for concessions/gift shops, etc. Upon registering your child, the parent/guardian agrees to their child's participation in such local outings which may involve one or more groups or the whole program. Primary transportation to many of these types of activities includes walking (local) or City vans. In some cases, an outside City-approved carrier may be used (for example – Pinellas County School Bus System or other private transportation carrier). **Please check the schedule for trip location as well as departure and return times; please also be on time for all field trips and if required, wear your camp shirt.**

## **MONEY**

Please limit the amount of money that you send with your child to camp each day in small bills only as change cannot be provided. If your child does bring money, stress to your child to keep track of their money in a safe place. Dunedin Parks & Recreation Department is not responsible for lost or stolen money; we regret that staff is not able to hold your child's money.

## **LOST AND FOUND**

Each camp will maintain a lost and found. Please label everything your child brings to camp. Please do not bring personal items (such as electronics including cell phones, wearable technology that syncs to a phone, tablets, and expensive items) 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 donated/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 the replacement of items damaged by another child/participant.**

## **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 the first fifteen minutes and \$1 for each additional minute thereafter.

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

## **PARENT INFORMATION**

Communication is key to the success of our Summer Programs!

### **Parents must contact the Center when:**

1. Information on your child's Emergency/Identification Record has changed (must be updated in person).
2. Someone other than those listed on your child's Emergency/Identification Record will be picking up your child (must be in writing).
3. A child cannot be picked up on time.

4. An incident or change occurs in your child's life that causes emotional upset (i.e. divorce, loss of a pet, death in the family). Staff will be sensitive to such situations and will maintain the child's confidentiality.
5. Your child has a contagious illness (i.e. cold/flu, 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 camp.
3. Your child is ill and unable to participate in planned activities.
4. Your child must be picked up due to unacceptable behavior.

**Parents/Authorized Pick-Up Persons will be notified at pick-up time when:**

1. Your child receives a minor injury that does not require the service of a medical professional.
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 Camp Supervisor will schedule parent conferences when:**

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

**CODE OF CONDUCT**

The Dunedin Parks & Recreation Department is committed to the safety of all program participants and creating a community characterized by safety, respect, and care for others. In fairness to all participants, we expect appropriate behaviors in the program. These behaviors are outlined below; please carefully review the Code of Conduct and corresponding Discipline/Expulsion Policy with your child.

**Participants are responsible for:**

**Safety**

- Staying with their leader, in the program's designated areas, and being an active participant in activities, unless there is a medical reason.
- Staying in camp until signed out by a parent/legal guardian or other authorized pick-up person.
- Behaving in a manner that does not harm or endanger others; i.e. keeping hands, feet, and objects to themselves. Fighting/roughhousing and excessive aggression are prohibited.
- Walking inside buildings and outside walkways.

**Respect**

- Demonstrating respect and good manners to all Leaders and fellow participants.
- Following Leader rules at all times; flagrant disrespect will not be tolerated.
- Using kind words; profanity and name-calling will not be tolerated.

**Care**

- Respecting City property and all facilities therein.
- For the protection of all participants and to promote environmental awareness, everyone will participate in good housekeeping skills.

- Respecting the property of others. Stealing will not be tolerated.
- Demonstrating care for program equipment and using it appropriately.
- Helping fellow participants and modeling best behaviors and conduct.

### **ANTI-BULLYING\***

The [www.stopbullying.gov](http://www.stopbullying.gov) website defines bullying as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

#### **In order to be considered bullying, the behavior must be aggressive and include:**

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

#### **Types of Bullying**

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting, and threatening to cause harm.
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- **Cyberbullying** takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. The most common places where cyberbullying occurs are:
  - Social Media, such as Facebook, Instagram, Snapchat, and TikTok
  - Text messaging and messaging apps on mobile or tablet devices
  - Instant messaging, direct messaging, and online chatting over the internet
  - Online forums, chat rooms, and message boards, such as Reddit
  - Email
  - Online gaming communities

The City of Dunedin Parks & Recreation Department has a firm policy against all types of bullying. We strive to cultivate a culture of acceptance in which all campers have a safe, positive camp experience. Staff and campers work together in order to identify bullying incidents, encourage open communication, and address all bullying incidents immediately.

\*Taken from <https://www.stopbullying.gov/what-is-bullying/index.html>

## **DISCIPLINE/EXPULSION POLICY**

The Code of Conduct is intended to create an environment and culture that models positive behaviors, and therefore, prevents inappropriate behaviors.

Minor infractions will result in consequences that will vary based on the developmental level of each child. Examples of consequences and progressive discipline are outlined below.

1. If a child chooses to exhibit an inappropriate behavior, staff will positively discuss the behavior with the child. This verbal warning is used as a teaching opportunity that helps the child learn how to choose appropriate behaviors versus inappropriate ones.
2. If the behavior persists, the child will be redirected, removed from the activity, or lose privileges. The child will remain within the eyesight of the Leader for a duration appropriate for their age. Parents/legal guardians will be informed of the behavior.
3. If there is continual misbehavior, a formal "Speed Message" will be sent home with the child to inform parents of the situation. **This Speed Message must be signed by the parent/legal guardian and returned before the child will be permitted back into the program.**
4. The Camp Supervisor will schedule conferences when a child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children (conferences may also be scheduled if staff observes unusual patterns of behavior or participation). During this meeting, a behavior intervention plan may be created.
5. If misbehavior persists, parents/legal guardians will be notified of suspension from the program for one (1) day to one (1) week at the discretion of supervisory staff.
6. The Pinellas County Sheriff may be called if a child becomes uncontrollable.
7. In consideration of the nature and severity of a behavior, staff reserves the right to implement whichever of the above consequences they deem appropriate. In the event of a serious infraction, or persistent misbehavior, a child may be expelled from the program. The child will not be permitted to enroll in any Dunedin Recreation programs without the approval of the Recreation Superintendent. There will be no refunds for suspensions or expulsion due to disciplinary actions.

Children will not be subject to discipline that is severe, humiliating, frightening, or associated with food, rest or toileting. Staff shall never use physical punishment; spanking, hitting, slapping, or any other physical contact is prohibited.

**Dunedin Parks & Recreation has a Zero Tolerance Policy for weapons (knives/guns) and/or threats. Any behavior that is deemed malicious, or violent, and 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 any of the above steps.**

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