

2020 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!

Summer Camp Contacts	
Registration Office	(727) 812-4530
Athletics	(727) 812-4530
<i>Chris Hoban, Athletic Specialist</i>	
Baseball Camp	
Multi-Sports Camp	
Tennis Camp	
Aquatics	(727) 298-3266
<i>Alicia Castricone, Coordinator</i>	
Paddling & Kayak Camp	
Community Center	(727) 812-4530
<i>Angel Trueblood, Coordinator; Stacie Volition, Site Supervisor</i>	
Afternoon Adventures	
Bagpipe Camp	
Dance Camp	
Kids Camp	
Music (Beginners) Camp	
Pre-K Camp	
Theater Camp	
Hammock Wilderness Camp	(727) 502-7384
<i>Matt Nauman, Site Supervisor</i>	
Martin Luther King, Jr. Recreation Center	(727) 738-2920
<i>Emily Hoban, Coordinator</i>	
Gymnastics Camp	
Skateboard & Trick Scoot Camp	
Tweens and Teen Camp	
Nature Camp	(727) 298-2391
<i>Robert Gore, Site Supervisor</i>	

REQUIRED FORMS

- Camp Registration Form. It is the parent's responsibility to ensure that their child's Camp Registration Form on file at the Registration Office contains up-to-date information
- Medication Record Form (as applicable)
- Sunscreen/Insect Repellent Form

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 cash, check, money order, Visa, MasterCard, Discover or American Express. 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: (Pre-K, Kids, Teens)

- 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 time of enrollment.
- Balances are due according to the published payment schedule.
- Payments may be made online or in person; phone payments are not accepted.
- 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 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	June 1 - June 5	<i>N/A; enrollment in this week would have had to have been paid in full.</i>
2	June 8 - June 12	<i>N/A; enrollment in this week would have had to have been paid in full.</i>
3	June 15- June 19	May 29
4	June 22 - June 26	June 5
5	June 29 – July 2 (no camp July 3)	June 12
6	July 6 - July 10	June 19
7	July 13 – July 17	June 26
8	July 20 – July 24	July 2 (no camp July 3)
9	July 27 – July 31	July 10
10	August 3 – August 7	July 17

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 via email or in person to the Camp Supervisor. Requests may also be 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; 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 <https://www.dunedingov.com/home/showdocument?id=95>. Please note, scholarship applications must be submitted at time of camp enrollment.

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 volunteer teen leader, ages 13-17 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.

WEEKLY GROUP ASSIGNMENTS

Dunedin Parks & Recreation offers a variety of weekly camps including day camps, sports and specialty camps so children can have the opportunity to experience many different types of activities. **Therefore, camp registrations vary on a weekly basis; groups are divided according to age (sometimes down to the exact month). Please note that your child may experience different leaders throughout the summer.**

SIGN-OUT PROCEDURE

Parents are required to sign their child out on a designated roster (includes signature and time) at the end of the day. **ID's 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 hand written notes and emails from the parent/legal guardian's email address.

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 themselves out.

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

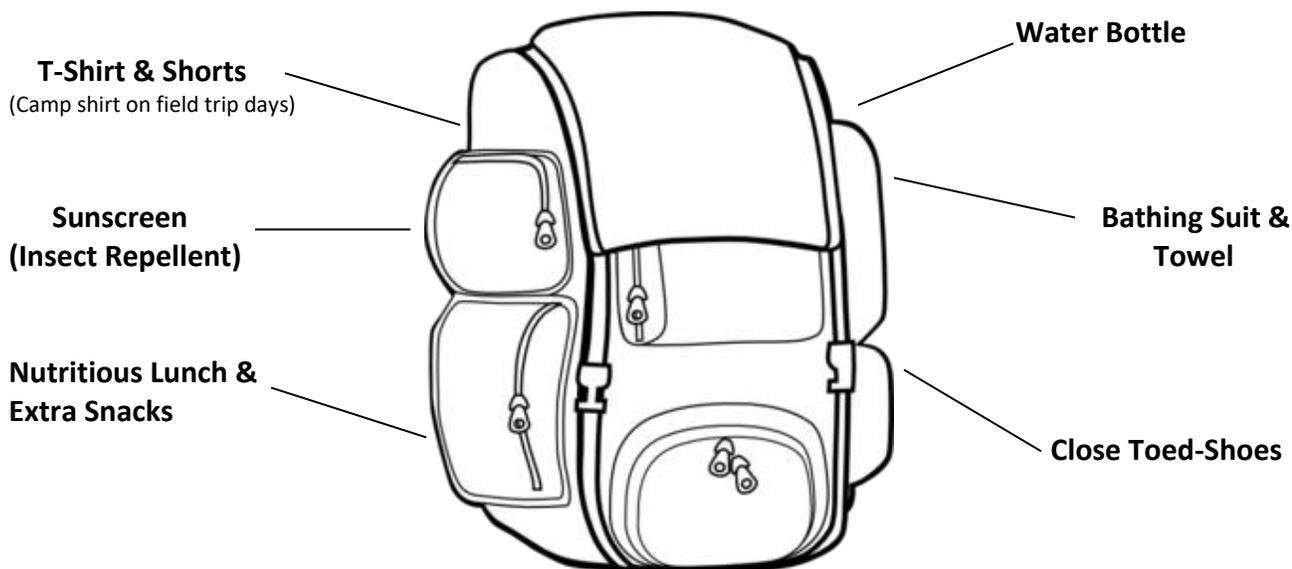
ATTENDANCE AND PARTICIPATION

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 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, parent must inform leader via a written note dated and signed.

WHAT TO BRING TO CAMP



WHAT TO LEAVE AT HOME

All electronics including cell phones, wearable technology that syncs to a phone, tablets, toys, real or fake weapons and expensive items.

DRESS CODE

- Send your child to camp in comfortable shorts, t-shirts and sneakers 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 are 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 T-SHIRTS

Campers will be issued one free summer T-shirt for each camp in which they are enrolled (Pre-K, Kids, Teens, Hammock/Nature). Additional T-shirts may be available for purchase during registration hours. Cost: \$10.00 (tax included).

“INFORMER”

A regular “informer”, listing your child’s weekly activities, will be sent home. Be sure your child brings one home or ask your child’s leader for a copy. Please note that these schedules are subject to change.

MEDICATIONS

If your child takes any medication (even aspirin) during program hours, we must have dosage/dispensing details and your signature on the Medication Record Form. 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.

The following information is required on the Medication Record Form:

1. Child’s name, parent/legal guardians’ names, home and work telephone numbers.
2. Times that medicine is to be dispensed to the child.
3. Dosage amount for each time medicine is dispensed.
4. “As needed” medications will need to include the specific symptoms for which the medicine is being dispensed.
5. Signature and date stating that parent/legal guardian is giving Staff permission to dispense medication to your child.
6. Staff will use form to record the time and date medication is dispensed.

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.

We will send home any child who exhibits symptoms of diarrhea, vomiting, fever, 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, 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 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 due to 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. 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.

LUNCHES

Please send your child to camp with 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.

The Nessie Café, located at the Dunedin Community Center, offers a daily lunch special for children attending Kids and Pre-K 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.**

WATER

It is important that campers stay hydrated throughout the day. Water is accessible to campers all day and personal water bottles are strongly encouraged. Please make sure your camper's name is on their bottle.

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 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.

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 cancelled 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.

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 (example – Pinellas County School Bus System or other private transportation carrier). **Please check the "informer" for trip location as well as departure and return times; please also be on time for all field trips. Camper should wear their camp shirt on all trip days.**

MONEY

Please limit the amount of money that you send with your child to camp each day. If your child does bring money, stress to your child to keep track of their money and to keep it 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 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 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.

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 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 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 at 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 is prohibited.
- Walking inside buildings and on 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 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, making mean or rude hand gestures.

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, working to identify bullying incidents, encouraging open communication and addressing 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 to the Code of Conduct will have consequences that will vary based on the developmental level of each child. An example of consequences and progressive discipline is 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 behavior persists, the child will be redirected, removed from the activity or lose privilege. The child will remain within 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 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 of the child persists, the 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. All suspensions begin the following day.
6. The Pinellas County Sheriff may be called if the 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 necessary. 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 Recreation Superintendent. There will be no refunds for suspensions or expulsion due to disciplinary actions.

Children will not be subject to discipline which 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.

***** 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!