
City of Palm Bay Summer Fun Camp

PARENT HANDBOOK



www.PlayPalmBay.org



PROGRAM DESCRIPTION/STAFF

The City of Palm Bay operates with a staff ratio of 1:15 or less. Staff training consists of leadership, child development, and group management skills. We are committed to assisting children develop interests, talents, skills and self confidence.

Recreation Supervisors and Recreation Leaders are responsible for overseeing all camp programs. Summer Fun Camp Site Leaders are responsible for all campers and counselors. They are always on site during regular camp hours. Counselors develop plans, as well as supervise field trips and programs for their age group and directly supervise all campers within the group.

CONTACTING PROGRAM LEADERSHIP

Parents can email us at **SummerCamp@pbfl.org** to get in touch with Recreation staff overseeing camp programs.

Ted Whitlock Community Center

370 Championship Cir. NW, Palm Bay, FL 32907
(321) 952-3231

Tony Rosa Community Center

1502 Port Malabar Blvd. NE, Palm Bay, 32905
(321) 952-3443

POLICY FOR NON-DISCRIMINATION

The Palm Bay Recreation Department does not discriminate on the basis of race, ethnicity, religion, sex, marital or veteran status, national origin, disability or political beliefs.

PROGRAM INFORMATION

Each child will have the daily opportunity for:

- Active play time includes games, sports, and free time
- Creative time includes arts and crafts
- Weekly field trips (additional fees may apply)
- Kona Ice and similar specials visiting our site (additional fees may apply); specials differ depending on location

ZERO TOLERANCE

The City of Palm Bay does not permit the use of tobacco products, alcohol, drugs, fireworks or the use of/threat of weapons. In addition, theft, shoplifting, destruction of property or any violent or inappropriate activity of any kind will not be tolerated. Any violation will result in immediate expulsion from the program with no refund. Parents will be expected to pick the child up immediately.

SPECIAL NEEDS

Any person requiring accommodations in order to participate in our programs must contact the site leader prior to the beginning of camp. All children must adhere to the policies, rules and regulations listed in the parent handbook.

T-SHIRTS

Camp t-shirts will be available during the first week of camp. Each camper will receive one t-shirt free of charge.

Camp t-shirts **MUST** be worn on all field trip days.

Camp t-shirts are available for summer camp only.

PERSONAL BELONGINGS

Personal belongings are the responsibility of each camper. We discourage campers from bringing money, electronic devices, or anything of value to camp.

Staff will not be responsible for items brought from home. Appropriate sports equipment is provided by our camp and equipment brought from home is not allowed.

The City of Palm Bay is not responsible for lost or stolen items.

Personal items such as lunch boxes, extra clothes, and refillable water bottles should be marked with your camper's name.

CELL PHONES AND TELEPHONES

Cell phone use during camp hours is not allowed. Use of the telephone by campers is permitted in cases of emergency only.

If you need to get in touch with your camper during the day, please contact the community center.

LOST AND FOUND

To ensure your camper goes home with everything they came to camp with, please make sure you are labeling everything your camper brings. We have a lost and found, but it gets emptied out regularly.

Camp lost and found can be located on the camper tables.

GENERAL POLICIES

1. It is the parents'/guardians' responsibility to update their ePACT ACCOUNT WITH ANY NEW INFORMATION OR CONTACT NUMBERS. Emergency contacts and authorization pick-ups must include phone numbers.
2. We will NOT release a child to anyone not listed on the registration form.
 - a. **Photo identification or selected code-word is mandatory when picking up a child.**
3. We will make every attempt to accommodate a child's special needs (behavioral, emotional, physical, etc.) to ensure successful participation in the program. Please inform us of all special needs on the registration form or call TWCC at (321)952-3231, or TRCC at (321)952-3443.
4. Medical problems must be clearly identified along with any medications being taken. In the case of a medical emergency that requires a child to be sent to the hospital for treatment, we will contact parents/guardians after calling 911.
5. Children are grouped in age appropriate classes.
6. Please retain your receipt(s) if needed for IRS.

City of Palm Bay Tax ID# 59-6018984

RULES, BEHAVIOR, AND DISCIPLINE POLICY

The City of Palm Bay focuses on honesty, respect, fairness, trust, caring and responsibility. Program rules are designed for the safety, health and happiness of children and staff. Please review the rules with your child so we can have a great time together!

General discipline techniques will include positive reinforcement for appropriate behaviors and careful explanation of behavior that is unacceptable. It will be constructive and age appropriate for redirection and conflict resolution. Camp staff will focus on the prevention of negative behavior. Discipline will be progressive in nature.

The City reserves the right to remove immediately from the program any child that is destructive to city, personal or private property. In the event your child has a discipline problem, a discipline report will be present at pick-up. The form must be signed by the parent/guardian before they will be allowed to further participate in the program. Each incident will be documented and the supervisor notified before the child is suspended/removed from the program.

All children are expected to behave in a proper and respectful manner. Children who display chronic disruptive behavior may be dismissed from the program.

Parents will be notified and receive a copy of reports.

If warranted, the Recreation Department reserves the right to dismiss or suspend any child from the program. No refunds will be given.

PROGRAM RULES

1. Children must stay with assigned group unless reassigned by program staff.
2. Children will show courtesy to fellow children and staff members.
3. Each child is expected to show respect for personal, private, and city property.
4. Children will be responsible for using games and equipment properly.
5. Name-calling, cursing, swearing, and fighting will not be tolerated.
6. Children must obey staff members and rules at all times.
7. Disrespect will not be tolerated.
8. Children must ask permission from staff members to leave the group.
9. Children must keep hands, feet, and objects to themselves.
10. Children must clean their environment before moving to the next activity.
11. Children are responsible for their own belongings. It is not on the staff to keep up with any personal belongings pertaining to campers.

PROGRAM RULES

The following behaviors may lead to a disciplinary report, suspension, or termination from the program:

1. Refusing to follow instructions and/or basic safety program rules.
2. Stealing or defacing City of Palm Bay property or the property of others. Campers are responsible for replacing equipment if deliberately misused or destroyed. The police will be notified of stealing or defacing property.
3. Bullying, fighting, kicking, hitting, biting, or violence of any kind.
4. Being disrespectful towards staff, rude, and/or inappropriate behavior towards others including but not limited to inappropriate language, cursing and/or rude gestures.
5. Throwing or kicking objects inside facilities unless done in an appropriately designated area such as the gymnasium.

DISCIPLINARY POLICY

Disciplinary measures are as follows:

FIGHTING—CONTACT MADE

- 1st Incident Child will be picked up day of the incident;
 next day suspension
- 2nd Incident One week suspension
- 3rd Incident Removal from program

VIOLENT/ABUSIVE/AGGRESSIVE/VULGAR BEHAVIOR OR LANGUAGE—NO CONTACT

- 1st Incident Removal from activity
- 2nd Incident Child will be picked up day of the incident;
 next day suspension
- 3rd Incident One week suspension
- 4th Incident Removal from program

DISRUPTIVE/DISRESPECTFUL BEHAVIOR TO STAFF OR OTHER CHILDREN

- 1st Incident Counsel participant
- 2nd Incident Time out from activity
- 3rd Incident Child will be picked up day of the incident;
 next day suspension
- 4th Incident One week suspension
- 5th Incident Removal from program

WHAT TO BRING TO CAMP

Please label all items with your camper's name.

- 2 snacks
- Lunch
- Refillable water bottle
 - Due to hot weather and possibility of dehydration, please avoid sending soft drinks
- Jacket
- Sunscreen
- Bugspray

We do not have refrigerators/freezers or microwaves for camper use, so please pack food accordingly.

All groups will have a time before lunch and in the late afternoon for snack time. SNACKS WILL NOT BE REFRIGERATED, SO PLEASE PACK APPROPRIATELY! Perishable food items such as fruit, dairy products and others should be consumed during the morning snack time.

Food is not to be shared by campers in case of allergies.

WHAT NOT TO BRING TO CAMP

The following items are not allowed in camp: knives or weapons; alcohol, drugs, or tobacco products; cell phones or tablets; personal games or toys; MP3 players.

This is a non-comprehensive list.

The City of Palm Bay is not responsible for lost, stolen or broken items.

RAINY DAY

Please label all items with your camper's name.

Camp is held rain or shine. We will be conducting activities inside and outside (providing that there is no lightning).

Please dress your child accordingly. Don't forget a raincoat or poncho.

EXTREME HEAT DAYS

If it is determined that the campers are in a heat emergency, the staff will take all precautions to protect campers from the effects of the heat throughout their day at camp.

Children will be provided plenty of water breaks and rest periods in a cool place.

Make sure your camper has their refillable water bottle with them daily.

SUN PROTECTION

We strongly suggest that a parent or guardian apply sun block prior to camp. Campers should bring their own sunblock each day in order to re-apply when needed.

DRESS CODE

In order to ensure that campers get the most out of camp, remain comfortable and avoid injuries, we require light, comfortable clothing and athletic or tennis shoes to be worn on a daily basis. Dress to get messy.

No open-toe shoes/flip-flops. For safety reasons, any child brought to camp in flip-flops, Crocs, or open-toed shoes will not be allowed to participate in sports activities.

Water shoes or flip-flops may be worn for water days or at the pool, but close-toed shoes must be worn back at camp.

Camp shirts will be provided for campers and must be worn on all field trips.

No sheer or revealing clothing.

Parents may be contacted if necessary to bring appropriate clothing.

POOL TRIP DRESS CODE

For pool trips, campers will need to come dressed for the pool underneath shorts/pants and their orange shirt. Water shoes or flip-flops can be worn to the pool, but campers **MUST** have a pair of gym shoes in their dry clothes.

Campers must also have a towel, sunscreen, complete set of dry clothes, and a plastic bag.

EMERGENCY PROCEDURES

The City of Palm Bay Recreation Department is responsible for exercising due care and safety in conducting its programs and operating facilities. In the event an incident requires more than First Aid attention, we follow these guidelines:

1. The injured child is never left unattended.
2. If the injured child needs medical or hospital attention, parents will be called first unless this will jeopardize the well-being of the child.
3. Parents will be asked to pick up their child if immediate attention is necessary; if parents cannot be reached or child needs to be sent to the hospital, 911 will be called to take the injured child to the hospital and parent notification will continue until they are reached.
4. Emergency contacts will be called if parents cannot be reached after pick-up which is strictly by 6 PM.

EVACUATION PROCEDURE

In the event that your child's facility must be evacuated, you will be notified by phone of the pickup location.

CHILD ABUSE POLICY

All cases of suspected abuse - physical, emotional or sexual - will be reported immediately to the Supervisor on site who will in turn contact Florida Department of Children and Families.

HEALTH AND SAFETY

For the health and safety of campers and counselors, early pickup may be required or limitations on attendance may apply. Child **MUST** be picked up if the following applies:

- **Fever** - 100 or higher will be sent home
- **Chicken pox** - May return when all pox are dried
- **Head lice** - May return after all lice and nits have been removed*
- **Pink eye** - May return after treatment (prescription eye drops)
- **Scabies/unexplained rash** - May return after treatment
- **Ringworm** - Must be treated with medication and covered (Band-Aids) while at camp

*All participants must read and initial "Procedure for Controlling Head Lice" on ePACT

DISTRIBUTION OF MEDICATION POLICY

It is the parent's responsibility to inform program staff upon registration that their child has a prescribed inhaler, epipen, other medication, or diagnosis that may impact camp activities.

No medication will be administered to a child without the written order of a licensed physician indicating that the medication is for a specific child and the written permission of the parent on a City approved form (copy provided at registration).

The medication must be in its original container labeled with the camper's name, dates, amount and frequency of dosage clearly labeled.

Medication must be handed to the site leader by the parent/guardian. If possible, parents/guardians are asked to administer medications at home before or after camp.

Under no circumstance will camp personnel give the first dosage of any medication. This is solely for the safety of the child. We do not provide epipens or emergency medications.

PAYMENT METHODS

All payments are handled at the main lobby entrance.

Cash, money orders, debit/credit with Visa or MasterCard logo are accepted for payment.

Payment is required to guarantee a space for that week.

Registration deadline is at 5 AM on the first day of each session, provided there is still space available.

REFUNDS/CREDITS

A written request for refund/credit must be received 10 business days prior to scheduled date of use.

Exceptions: illness or family emergencies, in which case, proof must be provided and the request must be received in writing within 10 days following absence.

Requests can be sent to SummerCamp@pbfl.org.

There is an administrative cancellation fee of 25% of the activity fee.

No refund will be issued after September 1.

NO REFUND OR PRORATING if the child is suspended or expelled from camp.

RETURNED CHECKS

There will be a \$30.00 fee charged for all returned checks.

CAMP HOURS

Camp is held daily from 7 AM - 6 PM.

Drop off and pick up can be at any point within those hours. The exception is field trip day. Campers **MUST** be dropped off before the designated time for field trips.

FIELD TRIPS

All trips are mandatory for all campers. No campers are allowed to stay behind at Tony Rosa Community Center or Ted Whitlock Community Center during trips.

Campers that do not attend the field trip can be signed in to camp after we have returned from the trip.

On field trip days, it is the responsibility of the person dropping off the child to be at camp 30 minutes before the bus is scheduled to leave. If the field trip group has already left the camp location, it is the parents' responsibility to make other arrangements for the child.

Parents may **NOT** drop off children at the field trip location.

Campers must wear their camp t-shirts for ALL Trips.

DROP-OFF PROCEDURES

Our drop off area will be the main lobby of either Tony Rosa Community Center or Ted Whitlock Community Center depending on your choice of location.

Campers are NOT permitted in the facilities prior to 7 AM.

When campers are dropped off they must follow all procedures:

- Campers MUST be escorted inside by parent/guardian for check in.
- Site leader will ensure campers go to their designated area prior to being separated into groups.

PARENT PROCEDURES

Parents and guardians are not permitted in the camp rooms. This is for the safety of all the campers.

If you need to speak with a site leader or staff member, please stop by the front desk.

While picking up and dropping off your camper, we ask that you park do not park in the handicapped parking spots unless you have proper permitting.

Tony Rosa Community Center - The Tony Rosa Community Center parking lot is one way, so please pay attention to signs, including “Do Not Enter” signs.

PICK-UP PROCEDURES

Identification is required each day from anyone who picks up a camper, INCLUDING PARENTS/GUARDIANS. Campers will NOT be allowed to leave unless identification is presented.

No one under the age of 18 is permitted to sign out a camper.

A list of those permitted to pick-up the camper can be filled out in ePACT. Parents can also add a person who is unable to pick-up the camper. If necessary, you can also provide the pick-up person with the codeword chose at the time of registration.

- Campers will need to be signed out by staff. If you see them on your way in, you cannot just pick them up there.
- If a parent/guardian received a call about a discipline or accident report, they will be required to speak with site leader or counselor and sign reports.
- Pick up ends at 6:00 PM sharp.

LATE FEES

A late pickup fee of \$20 per child per day shall be assessed for children not picked up within 20 minutes after the conclusion of camp.

If the parent/guardian is late, a telephone call is appreciated, but does not relieve you of the responsibility of the late fee. Payment of this fee will be required before your child will be allowed back in the program.

Repeated abuse of program hours will result in dismissal.

GROUPS

Children will be placed in groups based on their age.

While consistent groupings of campers and staff throughout the summer is favorable, we cannot guarantee that campers (and counselors) will remain the same group from week to week.

Occasionally, children could be moved to a different group based upon their maturity level.

Special requests for groups must be submitted in writing at least one week prior to the start of the camp session.

Requests will be considered on an individual basis.

We cannot guarantee any request but we will attempt to honor it.

DAILY SCHEDULE

All activities are age appropriate.

Campers will stay with their groups and counselors in each area. There will be time each day for scheduled activities, group activities, and supervised free play.

During morning snack time, counselors will speak with their groups about expectations and plans for the day.

When available, campers will be able to sign up for Clubs. They will be given options of different clubs to choose from at the start of the week. Examples could be sports, crafts, or nature. Later in the week when Clubs takes place, the campers will then take part in the Clubs they signed up for, regardless of age group.

CAMP CHORES

At around 4 PM, all campers will take about 15 minutes to assist counselors in cleaning up the camper areas. Sports equipment will be put away, games and crafts tidied up, and collecting any lost and found items to be brought back to the camp areas.

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