



**NORTH PORT  
PARKS & RECREATION**

**WINTER CAMP**

**PARENT HANDBOOK**



**NorthPort**  
FLORIDA  
PARKS & RECREATION



### **Vision**

To be a recognized leader in providing parks, facilities, and programs that increase wellness and enrich life experiences within our community.

### **Mission**

To promote healthy and socially rewarding activities through the preservation of cultural resources and the provision of diverse high quality parks and natural resources.

### **Three Pillars**

We support the National Recreation and Park Association stance that recreation is essential to mental and physical health. On any given day, someone is positively affected through parks and recreation—whether they are taking a walk on a trail, participating in a fitness class at the community center, or just enjoying the benefits of clean air and water in preserved space.

### **Winter Camp Staff**

Curtis Champion - 941-240-8122  
Recreation Program Coordinator

Dillon George - 941-240-8123  
Recreation Supervisor

### **Camp Location**

George Mullen Activity Center  
1602 Kramer Way  
North Port, FL  
34286

For additional information regarding Summer Camp, call

**941-429-PARK (7275)**



Welcome to the Parks & Recreation Department's Camp program.

We have an exciting camp season planned with opportunities for campers to explore the outdoors, participate in organized group activities and develop life-long friendships. The information in this handbook provides you with the basic policies and procedures that allow for safe and organized programs. Please review this information with your child to ensure a successful Winter Camp season for all campers.

**Parent Open House** — A Parent Open House Night is scheduled for Thursday, December 21, 2023, at the George Mullen Activity Center, between 6:00 p.m.-8:00 p.m. This will be a wonderful opportunity for you to meet your Camp Counselors and address any questions or concerns you may have about the upcoming camp experience and learn about camp policies.

### **Camp Staff**

- The Winter Camp program is led by Curtis Champion, Recreation Program Coordinator.
- All staff attend training which includes First Aid/CPR, service standards, activity development, safety and security procedures, as well as, undergoing state and local criminal background checks, state sexual predator background checks, and a substance screening.

### **Ratios/Camper Groups**

- The average staff to camper ratio is 1:15, however, group sizes vary depending on enrollment and the age of campers.
- Campers are grouped in similar age groups as assigned by the Recreation Program Coordinator. Special requests for grouping specific children together will not be accepted.

## **Health/Medical Concerns**

For the well being of all campers, any child with an illness that is contagious and can be passed on to others should refrain from attending camp. If a child has one or more of the following symptoms, he/she will not be allowed to attend camp that day:

- Temperature over 100 degrees Fahrenheit
- Recurrent vomiting or diarrhea
- If we observe a child is not feeling well at camp and is unable to participate, staff will call a parent/guardian/emergency contact to make arrangements for the child to be picked up. It is imperative for the parent/guardian/emergency contact to return our call within one hour.
- If your child requires prescription medication during camp hours, a self-administration form must be completed by both parent and pediatrician and submitted to the Recreation Program Coordinator in advance.
- Medication must be provided in the proper dose with current prescription documentation. All medications are secured until the time of administration.

## **Camp Hygiene**

- There will be absolutely no food sharing.
- Staff will sanitize high touch areas throughout the day.
- Campers and Counselors will be washing their hands periodically throughout the day.
- We will have hand sanitizer throughout the campus for campers to use.

## **Environment & Attire**

Campers participate in various activities throughout the day, both indoor and outdoor. Please provide your child with the proper attire based on the planned activities.

Must have daily:

- Packed lunch
- Reusable water bottle
- Two healthy snacks (We do not permit outside soda, candy, and gum during camp)
- Comfortable lightweight clothing
- Tennis shoes or sneakers

Recommended:

- Hats
- Sunscreen
- Change of clothes

## **Personal Items**

- Campers should not bring any personal items or electronics to camp unless approved by staff.
- Staff is not responsible for personal items, if lost or stolen. This includes cell phones, tablets, smart watches, blankets, toys, etc.
- Open-toed shoes, and wheely shoes are NOT permitted at camp.

### **Sign-In & Sign-Out Procedures for Camp**

- **Arrival:** Regular camp day begins at 8:30 a.m.
- **Departure:** Regular camp day ends at 4:30 p.m.
- Drop-off and Pick-up will be located outside the front doors. Pull up under the carport and a staff member will meet you at your car. If you are dropping off after 9am or picking up before 4pm, please call 941-240-8125 and a staff member will meet you at the designated camp spot.
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- All authorized persons on the Camp Registration Form **MUST** have a photo identification at pick up.
- Please note that we perform identification checks to maintain the safety of all our campers.

### **Attendance**

- Attendance is taken regularly throughout the day.
- **Please note there is no camp on December 25, 2023 and January 1, 2024**

### **Late Fees**

- A fee will be charged when children are picked up late from camp.
- Ten dollars (\$10) per 15 minutes will be charged per camper; this is a flat fee regardless of time used.

### **Camp Forms**

- Forms are available at the Morgan Family Community Center, George Mullen Activity Center and online at <https://www.northportfl.gov/Community-Recreation/Programs-Events/Camps>
- All forms are due at the time of registration.
- Until required paperwork is received and processed, children will not be allowed to participate in the camp program.
- Children may not return to camp until the late fees are paid.

## **Camp Code of Conduct**

The Parks & Recreation Department has established a Code of Conduct based on the guiding principles of respect, safety, behavior, and personal property. When addressing behavioral challenges with campers, staff will refer to the guidelines below when issuing Behavior Modifications and Strikes. Three Behavior Modifications is equivalent to One Strike. It is imperative for the parent/guardian/emergency contact to return our call within one hour. If a camper is a threat to themselves, staff, or another camper, we reserve the right to issue an immediate expulsion.

### **Behavior Modifications:**

- Not following instructions
- Cell phone and/or electronics use
- Not respecting other campers, staff or property of others
- Using profanity, offensive language, or name-calling
- Teasing or bullying

### **Strikes:**

- Physical aggression
- Intentionally leaving assigned group or designated area
- Display of suggestive behavior
- Stealing
- Use of weapons or look-a-like weapons
- Use of tobacco, vaporizers or drugs

Parents must review the Code of Conduct with their child prior to the start of camp. Should a disciplinary problem arise, staff will first attempt to resolve the problem with the camper and provide clear explanations as to why the specific behavior is inappropriate and help him/her find alternative behavior that fits within the camp guidelines. Parents/guardians will be contacted if the problem affects the safety and well-being of another camper or staff member or if the problem cannot be resolved. In this case, a Three-Strike System for misbehavior is followed:

- **First Strike:** Written warning with parent conference conducted and a one day suspension from the program.
- **Second Strike:** One day suspension from the program, removal from the next field trip (non-refundable) and a parent conference will be conducted.
- **Third Strike:** Permanent expulsion from the remainder of camp (non-refundable).

### **Camp Refunds:**

Refunds for Winter Camp will be considered provided the request is received fourteen (14) days prior to the first day of the first week of camp, minus a \$25 cancellation fee. Pro-rated refunds for medical reasons will be considered based on the date the request is received if accompanied by written documentation from a doctor indicating that the individual is unable to participate in the program.

### **Evaluations**

Your feedback is important to us! Evaluation forms will be available for each session of camp and can be found on the City's website. For additional information regarding Winter Camp, call 941-429-PARK (7275).

