

SCHOOL BREAK CAMPS

PARENT HANDBOOK

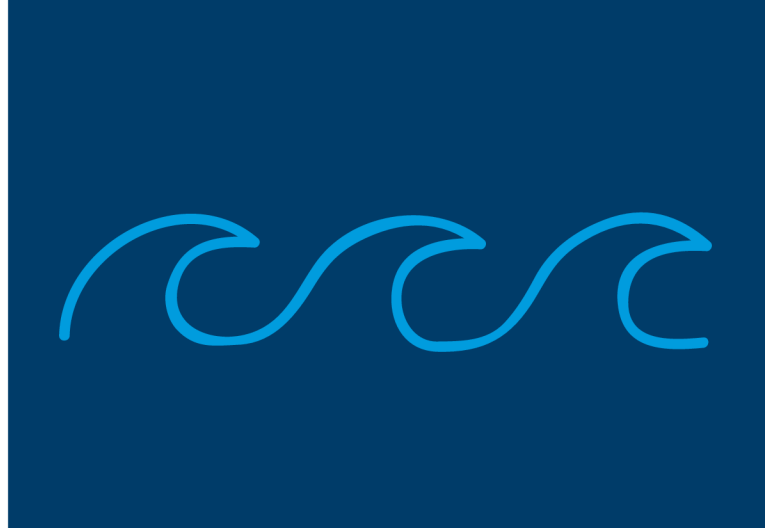


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Dear Parents/Guardians,

Welcome to the North Port Parks & Recreation Department's Camp program! We're thrilled to have you on board for an exhilarating camp season filled with opportunities for campers to embrace the great outdoors, engage in structured group activities, and cultivate lasting friendships. This handbook is your comprehensive guide, offering essential policies and procedures to ensure the safety and organization of our programs. We encourage you to go through this information with your child to guarantee a fantastic and successful camp experience for all campers! Below I have listed the vision and mission that our organization strives to fulfill in each of our offerings.

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.

Parents/Guardians should expect enriching curriculum and a safe environment for their campers. Our camp team has worked diligently to identify themes which will not only peak the interest of our campers but allow them make connections and identify interests. We are committed to encourage our campers through positive affirmations and redirect behaviors when modifications are needed.

On behalf of our department, I thank you for choosing North Port Parks & Recreation to provide for your camp and recreational needs. Have a safe and enjoyable time!

All my best,



Shelby Mendelson, CPRP

Recreation Manager

4970 City Hall Blvd., North Port, FL 34286

Office: 941-429-x3561 Cell: 941-374-7160



Accredited by the Commission for Accreditation of
Park & Recreation Agencies by the National Recreation & Park Association

Camp Staff Contact Information

Our program encourages open communication to ensure that your child has the best camp experience. Please contact the camp leaders below should you have any questions or concerns.

- The GMAC Camp program is led by Yannis Rodriguez, 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.

Curtis Champion, Recreation Supervisor

O: 941-240-8122 | C: 941-302-4869 | cchampion@northportfl.gov

Yannis Rodriguez, Recreation Program Coordinator

O: 941-429-3575 | C: 941-716-1184 | yrodriguez@northportfl.gov

Camp Location:

George Mullen Activity Center

1602 Kramer Way

North Port, FL 34286

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. While we understand how important camp friendships are, 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
- Lice

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 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

Campers are encouraged to maintain good hygiene to support health and safety at camp:

- There will be absolutely no food sharing.
- Staff will sanitize high touch areas throughout the day.
- Campers and Counselors will be washing their hands before meals and periodically throughout the day.
- Hand sanitizer will be available 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 (open-toed shoes, Crocs, and wheely shoes are NOT permitted at camp)

Recommended:

- Hats
- Sunscreen
- Change of clothes

Camper Dress Code Guidelines

To ensure a safe, comfortable, and respectful environment for all campers, we ask that everyone follow the camp dress code outlined below:

Skirts, Dresses & Shorts

- Must be worn above the hips.
- Rips are allowed below mid-thigh.
- No excessively short skirts, shorts, or dresses that at any time expose underwear or body parts in an indecent or vulgar manner.

Shirts & Tops

- Straps must be minimum of 1 inch.
- No low-cut tops.
- No see-through clothing.
- Gap below armpit must not be larger than 3 inches.
- Clothing must cover the mid-riff when standing naturally.

Jeans, Pants, Leggings & Exposed Undergarments

- No exposed undergarments.
- No pajamas or slippers.
- Rips are allowed below mid-thigh

At all times, no:

- Exposed undergarments
- Jeans, shorts, skirts, dresses or pants worn below the hips
- Jeans, shorts, skirts, dresses or pants with rips above the mid-thigh
- Excessively short skirts, shorts, or dresses that at any time expose underwear or body parts in an indecent or vulgar manner
- Pajamas or slippers
- Excessively low-cut tops
- See-through clothing (includes mesh material mid-thigh and above) clothing of an ethnic or racially offensive nature
- Clothing must cover the mid-riff when standing naturally
- Sleeveless shirts must have straps with a minimum width of one inch (about two fingers) and the gap below the armpit cannot be excessive of three inches (about four fingers)
- Not wear items or markings which are offensive, suggestive, indecent, or associated with gangs; as identified by the Florida Gang Intent Act of 1990.

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.

Cell Phones & Electronics

We support an environment that is free of electronics so campers can focus on being a kid. Campers are not allowed to have cell phones or electronics out during the camp day. If they are observed on these devices by a staff member, they will be directed to put it away. If a second offense occurs, the device will be collected by the head camp counselor and returned at the end of the day. If a camper continues to need reminders, we will communicate a plan with the camper's parents to discuss having the device not brought to camp.

Sign-In & Sign-Out Procedures

Camp Sign-In:

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 9 a.m. or picking up before 4 p.m., please call 941-240-8125 and a staff member will meet you at the designated camp spot.

Camp Sign-Out:

- 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.

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
- 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 strike or expulsion.

Behavior Modifications:

- Not following instructions
- Cell phone and/or electronics use
- Not respecting other campers, staff or property of others

Strikes:

- Physical aggression
- Intentionally leaving assigned group or designated area
- Teasing or bullying
- Display of suggestive behavior
- Stealing
- Using profanity, offensive language or name-calling
- 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 and a parent conference will be conducted.
- Third Strike: Permanent expulsion from the remainder of camp (non-refundable).

Bullying

Bullying is 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, long-term impacts. To be considered bullying, the behavior must be unwanted, aggressive, and include:

1. **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.
2. **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

We are committed to providing a caring, friendly, and safe environment for all of our camp participants that allows them to interact in a relaxed and secure environment. North Port Parks & Recreation Department will not tolerate bullying behavior in our camps. If bullying does occur, all campers should be able to tell staff and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is occurring is expected to tell a staff member. We are committed to addressing concerns that fall under bullying immediately and fairly, informing parents about bullying and disciplinary policies and stressing to all camp participants the importance of choosing respect when interacting with one another.

Communication

Please communicate any questions, comments, or concerns you may have to parks staff. Keeping open communication between parents/guardians and staff is key to a successful camp.

Parents/Guardians must inform the staff when:

- Household contact information should be updated (i.e. change in phone #, e-mail, address, etc.)
- Someone other than those listed on your child's registration will be picking up your child. This information must be in writing and the designee will be asked to show valid identification.
- Your child cannot be picked up on time or your child will be late.
- If your child or member of the household is ill.

Parents/Guardians will be notified when:

- Your child is injured or ill.
- Your child is having disciplinary issues.
- Your child has any other issue or incident in camp that you need to be notified and informed of.

Reasonable Accommodations

Children of all abilities are invited to enroll in our camp programs. During registration, be sure to indicate if an accommodation is necessary for your child so we may contact you prior to camp to discuss reasonable accommodation.

Registered Behavior Technician (RBT)

A Registered Behavior Technician (RBT) is a paraprofessional in behavior analysis who works under the supervision of a Board Certified Behavior Analyst (BCBA) or a Board Certified Assistant Behavior Analyst (BCaBA) to deliver Applied Behavior Analysis (ABA) services. RBTs are contracted by parents to provide services specifically for their child.

To be permitted onsite, all RBTs must either have a Level 2 background screening on file with their agency or have a Level 2 background screening completed at the City of North Port Police Department.

If your child has a RBT it is imperative they follow the follow these guidelines:

- The RBT must remain solely with the camper they are assigned to.
- RBTs are not permitted to interact with or supervise other campers.
- RBTs may pull their assigned camper aside as needed to provide ABA services; however this applies exclusively to that camper.

If your child has an assigned RBT who you would like to have perform services during camp programing please reach out to our Recreation Program Coordinator, Yannis Rodriguez.



Change of Emergency Contact Information

It is important that North Port Parks & Recreation maintains current and accurate records on each child so that parents can be contacted in case of an emergency. This information includes address, phone numbers, email and names of individuals authorized to pick up your child(ren). It is extremely important to the safety of your child(ren) that we be informed of changes. It is the responsibility of the parent/guardian to make any necessary updates if changes occur.

Camp Forms

- All forms are due at the time of registration.
- Forms are available at the Morgan Family Community Center, George Mullen Activity Center and online at www.northportfl.gov/camps
- Until required paperwork is received and processed, children will not be allowed to participate in the camp program.

Camp Refunds:

Refunds for 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! After each camp session, we'll send an end-of-camp survey to your email. For additional information regarding Wint Camp, call 941-429-PARK (7275).



