

Safety Harbor Full Day Camp Parent Handbook

Community Center—650 9th Ave S.

727-724-1530

Director: Jillian Cook x 3302

Summer Coordinator: Gabby Hernandez x 3304

Time: 7:30 AM-5:30 PM

Enrollment Criteria

- Independent in daily self care needs (ex. toileting, feeding, dressing, etc.).
- Able to participate in large group activities 1:25 adult/child ratio.

Sign In/Out Policy

- Children must be signed in/out daily by someone listed on their approved pickup list.
- You must park and walk your child into the center daily for sign in and to sign out.
- ALWAYS have your photo ID ready for pickup.
- Primary guardian can complete a self release form with the time allowed for your child to sign themselves out. We are not responsible for supervision of your child once they sign out.
- Only people on your child's emergency contacts list will be able to sign your child out of the program. Please notify Director if you need to add a contact to your child's pickup list.
- Authorized pickups may include high school aged family/friends, however, they must be able to show a current and valid photo ID.

Late Fee Policy

- Late fee of \$1.00 per minute is assessed after 5:30 pm.
- After 30 minutes of no contact or pickup the police will be notified.
- Late pickup fee is due upon pickup.
- This policy will be enforced even if we receive notice from you that you are running late.



Code of Conduct

Parents: Please review the Code of Conduct with your child (ren) prior to the start of programs. For safety and fairness to all participants and staff, we expect appropriate behavior. Disciplinary measures will be taken when necessary. In order to ensure a safe and enjoyable time at our programs for all children, the following rules have been established:

- Stay in assigned areas with leader at all times. Do not leave the program or group without leader permission.
- Get permission from leader to use restrooms/get a drink.
- Respect and listen to leaders.
- Respect all City property, equipment, and facilities.
- Respect the property of others.
- Call campers only by their registered or camper's preferred name and respect others. Name-calling will not be tolerated.
- Use only proper language. Swearing and inappropriate language will not be tolerated.
- Keep hands, feet, and objects to oneself.
- Public displays of affection are not permitted.
- Take care of equipment, use it properly, and return it to its place.
- Clean all activity areas before moving to the next activity.
- Valuables/electronics/toys are not to be brought to the program.

Failure to observe these rules may result in:

1. Verbal warning by counselor
2. Referral #1—Participant meeting with Program Director
3. Referral #2—Parent conference with Program Director
4. Referral #3—1 day suspension
5. Referral #4—2 day suspension
6. Referral #5—3 day suspension
7. Removed from program

Facility Manager and Camp Director reserve the right to implement any of the above steps necessary based on the severity of the offense. Refunds will not be given for suspensions or expulsion.

Communication

- Camp info regarding schedules, announcements, etc. will be made by email and/or phone calls.
- Please make sure we have accurate email and phone numbers on file for your family.

Clothing/Valuables

- Dress for fun and lots of activity!
- No sandals, open toed shoes, Crocs, or Heelys. Close toed athletic-style shoes are required for active play.
- No exposed midriiffs or undergarments.
- Mark all belongings with camper's name.
- Valuables/electronics/toys are not permitted at the center.
- Any items such as iPods, handheld games, and phones will be confiscated and held at the front desk for parent pick up.
- Cell phones are not permitted to be used during camp hours. If you need to get a hold of your child while they are at camp, please call the front desk at 724-1530.
- We are not responsible for any lost/damaged/stolen items that your child brings to camp.
- Check lost and found regularly, as any left items will be donated regularly.

Withdrawal/Refund Policy

- Cancellations must be made at least 1 week prior to the start of a session.

Swimming

- Send your child with their bathing suit on under their clothes on swim days.
- Bring: towel, change of clothes in labeled bag, brush, and sunscreen.
- Swim tests will be given to determine child's water confidence level and to set boundaries within the pool.
- Use of Florida Sheriff's Youth Ranch Pool—3180 Enterprise Rd. E, Safety Harbor, 34695.

Field Trips

- Are subject to change.
- Use of Safety Harbor Leisure Services vans/buses or contracted bus companies.
- Send your child in their camp shirt on field trip day!
- Some groups may take walking field trips within a one mile radius.
- Children must arrive to their group at least 30 minutes before their scheduled field trip.
- Admission is included in your registration fee. Please do not send extra money with your child for trips unless given permission by the Director.

Illness/Medical Policies

If your child becomes ill while attending camp, you will be notified immediately and asked to pick up your child. We ask this for the well being of your child as well as the other children and staff in attendance.

Please DO NOT send your child to camp if they are not feeling well.

Ambulance Service:

Emergency medical staff warrants transporting to the nearest hospital. Transport fees are the responsibility of the parents or legal guardian.

Medications:

Staff does not administer medication. We prefer parents and legal guardians to administer any and all medications, prescriptions, and over the counter meds with doctor's orders. We do however understand that at times it is necessary to have our staff assist with this. If this becomes the case, please contact the Director for required paperwork and staff training. Medications must be in the original container with pharmacist's or manufacturer's label and include child's name, daily dosage, current date, expiration date, and times to be administered clearly written. Staff administering the medication must be trained by the parent or doctor. **Please do not send medication in your child's backpack for self-administration.** This includes: cough drops, creams, Advil, etc.

Head Lice:

- Do not share hats, brushes, combs, or hair accessories.
- If lice is detected, child will be removed from group and parents notified for immediate pick up.
- Child may return to the program once their head is nit/lice free.

Sunscreen:

- Apply before camp.
- Send with your child for self-reapplication throughout the day.
- Staff can not provide, share, or apply sunscreen to your child.
- Children are not permitted to share sunscreen with other campers.

Daily Items Needed

- Labeled water bottle and lunchbox with a full balanced lunch and afternoon snacks.
 - Campers will not have access to fridge/microwave/oven or vending machines.
 - Pack a spoon/fork/napkins if needed.
 - No soda, candy, or gum allowed.

Movie Policy

- Movies viewed are G/PG and pre-screened.

