



Dear Parents/Guardians:

Welcome to Summer Camp! We are very excited about the opportunity to share the summer with your child(ren). Our goal is to provide a safe and fun camp experience for all participants. Our trained staff strive to make camp a memorable experience.

We urge you to use this guide for important information regarding camp directors/phone numbers, Open House information, rules/policies, safety, and refunds. This is YOUR guide to a great summer.

Thank you for choosing Lee County Parks & Recreation for your child's summer fun and activities.

WELCOME TO SUMMER CAMP 2018

The Management Team of Lee County Parks & Recreation

Managers

Colleen Via (South District) 239-229-0634
Pablo Adorno (North Region) 239-707-3634
Kathy Loomis (West District) 239-707-7033
Annisa Karim (East District) 239-229-7247

Emergency Communication

- If you must contact your child immediately during the camp day, please call your Camp Director or Camp Site Supervisor (listed on next page) to reach your child.
- If you are unable to reach your Camp Director or Supervisor and it is an emergency, call the Parks and Recreation Administration Office (Terry Park) at 239-533-7275 for assistance.

Specialty Camp Contact Information

Camp Name	Site	Camp Staff	Cell Phone
Boca Adventure Camp	Boca Grande Community Center	David Bartels (D)	239-834-2579
		Joe Wier (S)	239-229-0569
		Steve Cox (SS)	239-229-0452
Eco-Detectives	Manatee Park	Laura Carr (D)	239-834-2134
		Heather Gienapp (S)	239-229-0240
		Christine Bailey (SS)	239-229-0619
Eco-Touring Camp	Six Mile Slough Preserve	Laura Carr (D)	239-834-2134
		Rhonda Byrd (D)	239-229-0678
		Heather Gienapp (S)	239-229-0240
Slough Secrets Summer Naturalists Wilderness Explorers	Six Mile Cypress Slough Preserve	Andrea Naccarato (D)	239-699-9205
		Heather Gienapp (S)	239-229-0240
		Christine Bailey (SS)	239-229-0619

*D = Director, S = Supervisor, SS = Senior Supervisor

Open House Location, Dates and Times

This is your opportunity to meet camp staff, pick up your camper's T-shirt, and complete paperwork to avoid delay on the first day of camp.

Camp	Location	Date	Time
Boca Adventure	Boca Grande Community Center	Thursday, 6/7	4:00 - 5:30 p.m.
Eco-Detectives & Eco Touring Camp	Manatee Park	Saturday, 6/9	1 - 3 p.m.
Slough Secrets, Summer Naturalists & Wilderness Explorers	Six Mile Cypress Slough Preserve Interpretive Center	Saturday, 6/9	10 a.m.-12 p.m.

First Day of Camp

- To minimize any first day delays, it is advised you attend the “Open House” or make other prior arrangements with staff.
- If you are unable to attend the Open House, please allow yourself a minimum of 30 minutes extra on the first day of camp to submit/complete all required forms, obtain information on the week’s plans, and pick up the camper’s T-shirt (additional camp shirts can be purchased online).
- Don’t forget to pack all of the items your camper will require for the day. This includes a packed lunch, comfortable APPROPRIATE clothes, tennis shoes/socks, sunscreen (applied at home and provided to your child to reapply). Please review your weekly calendars and camp letters for special needed items.
- See individual camp guidelines for more details.

Drop off/Pick up

- Camp on-site supervision will **begin at 8:00 a.m.** Lee County Parks & Recreation **is not** responsible for your child prior to this time.
- Upon arrival at your camp site, you will be directed to the designated area where you are to drop off your camper each morning and pick up each afternoon.
- **You are required to sign in and sign out your camper daily. Only persons who have previously been listed on the supplemental information sheet will be permitted to sign for your child. Photo ID will be required. Changes must be submitted in writing.**
- Camp ends **at 4:30 p.m.** Most of the special activities are scheduled 9am to 3:30pm. Since camp is active, please refer to the scheduled activities to determine child location if picking up early. All campers must be picked up by **4:30 p.m.**
- Habitual early drop-off and/or late pick-up will result in **dismissal** from camp (without a refund), and Department of Children and Families’ notification as required by Florida Statute.
- Drop offs after summer school/extended school year are not allowed.

Camp Rules

- Safety first - at all times.
- Follow the instructions of all camp staff.
- Be polite and respectful to other campers and staff.
- Try an activity first before saying “I can’t” or “I don’t want to.”
- Have fun!

Carefully Read the Following

Camp rules are few and simple; however, they are extremely important. As part of the registration process **parents must submit a front/back Camp Supplemental Information Sheet/waiver form and a Summer Camp Behavior Contract before their child's first day of camp.** These forms can be accessed and printed from the LeeParks.org website. Please review them with your child. Sign the Summer Camp Behavior Contract together and return it along with the completed Supplemental Information form/waiver to the camp staff at either the Open House or on the first morning of camp. It is both your responsibility and your child's responsibility to fully understand policies outlined in this guide.

Camp Activities

- Many activities are planned with a theme in mind. These themes vary from location to location and will be communicated to you in a letter/schedule from camp site staff each session. The camp day consists of primarily outdoor activities. Children are encouraged to participate in activities they are capable of doing.
- Due to various circumstances, all activities are subject to last minute change/cancellation.

Open Swim

- Safety is the most important factor surrounding any activity at camp and swimming is no exception. Certified lifeguards are always present and swim testing will take place during the first free swim to determine each camper's swimming ability.
- You are encouraged to label your child's swimsuit, towel and sunscreen with permanent marker.
- Swimsuits **should not** be worn throughout the day. Be sure to have a change of clothes on swim days.

Dress and Sun Protection

- Children must be properly and APPROPRIATELY dressed. Closed toed shoes, shirt, and shorts or pants are required during a typical camp day.
- Please keep in mind that active play and sometimes "messy" craft projects are often a part of the camp day.
- Children must wear their camp T-shirts on all field trip days.
- Sunscreen must be applied before arriving to camp, and sent with camper for the child to reapply throughout the day.

Behavior Management

Good discipline is usually positive rather than negative in nature. Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor. **However, in situations where camp rules are not followed, camp staff will utilize the following procedures: *Behavioral infractions are documented by camp staff in an effort to maintain a written accounting of problems and patterns.***

- **CORRECTION** - Camper is reminded of the rules and is asked once again to follow them.
- **SAFE PLACE** - Camper is asked to “sit out” (no longer than 15 minutes) as a cooling-off and calming-down period.
- **COMMUNICATION WITH PARENTS** - Serious problems will be conveyed to the parent immediately by phone. Small problems will be communicated at the end of the camp day. Parents will also be informed of any “safe place” period administered.
- **SUSPENSION/WITHDRAWAL** - Serious or continuing problems may result in suspension and/or immediate withdrawal.

Please note:

Camp staff will determine whether an offense is minor or serious.

No refund will be issued for suspension or withdrawal.

Medications

- The parent/guardian is required to daily hand-deliver any and all medications to the camp staff. Please **do not** have it delivered by your child. Only a one day’s dose in the original container with the child’s name, name of the physician, and directions for administering on the printed label, will be accepted by camp staff.
- All medication is distributed through the Department of Children and Families (DCF) guidelines.
- A medication form **must** be completed before any medication is dispensed. Staff are instructed to distribute according to printed label. If there is a change, a doctor must authorize a new prescription label.

Illness and Injury

- Please tell your children to inform the camp staff if he/she starts to feel sick or experience illness. Upon being informed, the camp staff will notify the parent/guardian immediately and he/she will be called to pick up the sick child immediately.

Safety

- The safety of each child is the primary concern of camp staff.
- Safety is ensured through effective supervision and training.
- Camp sites are checked daily for hazards (e.g. fire ants).
- If a camper displays behavior that suggests he/she may be a danger to himself/herself or others, a parent/guardian will be called immediately. Camp staff will call 911 if a camper poses an immediate threat to himself/herself or others.

Serious Injury Requiring Immediate Treatment

- Any major or life threatening injury or accident that may occur during scheduled camp hours will be handled according to the following steps:
 1. First aid will be administered.
 2. 911 will be called immediately.
 3. The parent/guardian will be called next.
 4. Based upon the professional decision of the EMS unit, the child may be transported to the closest medical facility for immediate care.
 5. EMS may advise the parent/guardian or camp staff how to care for (or treat) the child and explain follow-up tasks.
- Children diagnosed with infectious illnesses and communicable diseases are not permitted to attend camp. If your child is being treated for an infectious illness (e.g. chicken pox, strep throat) or a communicable disease (e.g. head lice, ringworm), he/she must have documentation from a medical professional releasing him/her in order to re-enter the camp program, or proof that the condition is no longer contagious. The staff reserves the right to send a child home if no proof exists that the child is no longer contagious.

Child Abuse/Neglect

- Staff is trained to recognize the symptoms of abuse/neglect and how to report it. Each Parks & Recreation regular staff member possesses a Parks & Recreation Operations Manual, which contains the DCF Child Abuse Guidelines.
- Florida Statute requires staff to notify DCF if a child is not picked up from his/her camp site after the parent has been notified that the child becomes sick or injured. This may include the staff calling the Sheriff's office to pick up the child and hold until parent arrives. This procedure also applies to healthy children who are not picked up within 30 minutes after the end of the camp day.

Each child is given one camp T-shirt for the summer.
Additional summer camp shirts may be purchased for \$5.00 at www.LeeParks.org (click on Online Registration).



REFUNDS

- A non-refundable \$10.00 processing fee per request for each child will be applied to transfers or cancellation received 14 days prior to the beginning of a session. Any cancellation made fewer than 14 days prior to the camp session will be refunded at only 50% of the session fee.
- Cancellations on or after the first day of camp **will not** be entitled to any refund.
- Exception to this policy will be made at the discretion of the Parks & Recreation administrative office based on circumstances surrounding the cancellation, and may require a doctor's note.
- No refund will be issued for suspension or withdrawal from camp resulting from a behavior management circumstance.

Accuracy Statement:

Lee County Parks & Recreation makes a sincere effort to assure that the information presented in the Parent Guide is accurate but certain circumstances may arise to change the programs and events listed in this guide. Lee County Parks & Recreation reserves the right to cancel or change any program listed in this guide.