

# Lee County Parks & Recreation

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## Summer Camp Parent Guide

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SPECIAL NEEDS CAMP



**Karl J. Drews Community Center**  
18412 Lee Road, Fort Myers, FL 33967  
(239) 267-2181 | [www.leeparks.org](http://www.leeparks.org)





Dear Parents & Guardians,

Welcome to Summer Camp! We are very excited about the opportunity to share the summer with your child(ren). Camp is a total of seven weeks this summer from June 13 to July 29, 2022.

Our goal is to provide a safe, fun and inclusive camp experience for all participants. Our trained staff strives 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!

***The Management Team of  
Lee County Parks & Recreation***

Tim Gard (South District) (239) 533-1470

Kathy Loomis (West District) (239) 707-7033

Christie Tvardek (North District ) (239) 839-6008

Trever Snearley (East District) (239) 771-1079

**Open House**

This is your opportunity to avoid delays the first morning of camp. Meet the camp staff, do a site tour and complete paperwork in advance of opening day!

**Karl J. Drews Center  
Summer Camp Open House  
Thursday, June 9th  
9 a.m. - 4 p.m.**

## Special Needs Camp Information

Camp Name	Site	Camp Director	Phone Number
Camp All-Star	Karl Drews Center	Shay Thomas	(239) 707-7493
Camp Sunshine	Karl Drews House	Edith Dennard	(239) 357-4793

If your child's counselor or camp director is unable to help, we encourage you to call the next level supervisor (listed below).

Nancy Apperson, Supervisor: (239)229-0545

### Emergency Communication

- If you need to reach your child immediately during the camp day, please contact your Camp Director or Camp Site Supervisor.
- 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.

### Camp Staff

- Many camp staff are recreation professionals who work year-round for Lee County. More than 80 temporary employees are hired each summer. Many of the counselors are teachers and college students who return summer after summer.
- All counselors are a minimum of 18 years old, have previous camp experience, and go through one week of extensive training with Lee County prior to the beginning of camp.
- All summer counselors are CPR/First Aid trained and have received thorough background checks.
- Staff to child ratio is approximately 1:3.
- Each camp location has a full-time county employee serving as the Camp Director and is closely monitored by a Supervisor. If you have any questions or concerns, please reach out to the Camp Director.

## Supplemental Form(s)

As part of the registration process, **parents/guardians must submit a Camp Supplemental Form**. This two-sided form can be accessed and printed at [leeparks.org](http://leeparks.org) or can be picked up at each camp location. The Camp Supplemental Form must be filled out and returned prior to starting camp and can be completed at the Camp Open House.



## 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 did not or 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 and receive information on the week's plans.
- Each week of camp starts a new session which requires new group assignments based on the ages of those registered. Please note that your child **may be in a different group in different sessions**. To maintain a safe camper to counselor ratio, **group assignment requests cannot be honored**.
- Remember to pack all of the items your camper will require for the day. This includes a packed lunch & snack (unless directed otherwise from camp site), comfortable APPROPRIATE clothes, tennis shoes/socks, sunscreen (applied at home and sent for child to reapply), and swimsuit on swim/water days. Please label all personal items and review the weekly calendars for special-needed items.
- Campers should not bring any electronics, valuables or unapproved items. Lee County Parks & Recreation is not responsible for any lost, stolen or broken personal items.
- See individual camp guidelines for more details.

## Drop Off / Pick Up

- On-site supervision will **begin at 8 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 to sign in your camper each morning and sign them out each afternoon.
- **A parent or guardian is required to sign in and sign out each camper daily. Only persons who have previously been listed on the Supplemental Information Sheet will be permitted to sign for your child at pick up. Photo ID will be required. Changes must be submitted in writing.**
- Special Needs Camp **ends at 4:30 p.m.** Children are encouraged to handle what they can tolerate. Most of the special activities are scheduled from 9 a.m. to 4 p.m. 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). Department of Children and Families must also be notified as required by Florida Statute.
- Drop offs after summer school / extended school year are not allowed.



## **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 staff each session. Due to various circumstances, all activities are subject to last minute change/cancellation.
- The camp day is filled with various indoor/sheltered and outdoor activities.
- All camp calendars can be viewed and printed at [leeparks.org](http://leeparks.org).



## **Summer Food Service Program**

- Camp Sunshine and Camp All-Star are eligible for the free summer food program, provided by the Lee County School District.
- Eligible camps will determine and select to serve either breakfast, morning snack or afternoon snack along with a lunch. Calendars with available meals will be provided by each camp location.
- Be sure to let the Camp Director know if you will not be participating so accurate meal counts can be delivered.

### 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.
- Sunscreen must be applied before arriving to camp, and should be sent with camper to reapply throughout the day.

### Movie Policy

Movies and video games may be shown or played on special occasions.

All movies are previewed by program staff before a selection is made.

Both G and PG movies may be shown and are selected with staff discretion. Please speak with Camp Director if there are any concerns on movies being shown.

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## 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. Behavioral infractions will be documented and communicated by camp staff. **In situations where camp rules are not followed, camp staff will utilize the following procedures:**

- **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: No refund will be issued for suspension or withdrawal.**

## Camper Behavior Contract

As part of the Summer Camp Supplemental Form, there is a behavior contract that all campers are to review and sign with their parent/guardian. It reads as follows:

1. I will participate in ALL activities and I will follow the instructions of all program staff.
2. I will be polite and conduct myself properly.
3. I will use appropriate language and I will not fight or verbally abuse another person.
4. I will use vehicle seatbelts at all times.
5. I will dress APPROPRIATELY and wear closed-toed shoes.





## Medications

- All medication is distributed following the Department of Children and Families (DCF) guidelines.
- A Lee County Parks & Recreation 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.
- The parent/guardian is required to hand-deliver daily 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.

## 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.
- 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 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 has been trained to recognize the symptoms of abuse/neglect and how to report it.
- 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 and hold the child 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.

### CANCELLATION POLICY

- A non-refundable \$10 processing fee per transaction will be applied to cancellations received 14 days or more prior to the beginning of a session.
- Any cancellation made less than 14 days prior to the camp session will be refunded at 50% of the session fee.
- Cancellations made on or after the session has started **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.

