

# Special Needs Summer Camp Parent Guide 2018

## LEE COUNTY PARKS & RECREATION



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**PARKS**  
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Dear Parents/Guardians:

Welcome to Summer Camp! We are very excited about the opportunity to share the summer with your child(ren). Camp runs for eight weeks this summer from June 11 to August 3, 2018.

Our goal is to provide a safe and fun 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.

## ***WELCOME TO SUMMER CAMP 2018***

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

### **Managers**

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

## **Open House is June 7th 4-6pm**

Karl J Drews Center  
18412 Lee Rd., Fort Myers, FL 33967

This is your opportunity to avoid delays the first morning of camp and:

- Meet the camp staff
- Complete paperwork in advance of opening day
- Pick up camper's t-shirt

# Special Needs Camp Contact Information

Karl Drews Center 239-267-2181

Camp Name	Site	Camp Director	Cell Phone
Camp All Star	Karl Drews Center	U. 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 of the chain of command.

John Zavacky, Supervisor - 239-771-1080

## Emergency Communication

- Camp sites have access to a phone. However, it may not always be possible to reach the staff by phone during the camp day.
- In case of an emergency and you can not reach your child's camp site, call the Parks and Recreation administrative office (Terry Park) at 239-533-PARK (7275) and camp staff will be contacted.

## 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 over 18 years old, and Camp Directors must be at least 21 years of age. All counselors go through one week of extensive training 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 Site has a professional regular staff person serving as the Camp Site Director or a supervisor closely monitoring. This is the person to whom you should direct any concerns. Camp directors are always available to assist and answer any questions or concerns.

## 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, get information on the week’s plans, and pick up the camper’s T-shirt (additional camp shirts can be purchased at [www.leeparks.org](http://www.leeparks.org)).
- Don’t forget to pack all of the items your camper will require for the day. This includes a packed lunch (unless directed otherwise from camp site), comfortable APPROPRIATE clothes, tennis shoes/socks, sunscreen (applied at home and sent for child to reapply), and swim suit on swim/water days. Please label all personal care items and provide us with an extra set of clothes. Please review your weekly calendars and camp letters for special needed items.
- See individual camp guidelines for do and don’ts.

## Drop off / Pick up

- Camp on-site supervision will **begin at 8:00 a.m.** at day camp. 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 that 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 will **end 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), 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.”

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.**

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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 Sheet/waiver to the camp staff at either the Open House or on the first morning of camp. It is you 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 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.

### **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 (tennis shoes, shirt, shorts or pants - sweater or jacket, if necessary).
- 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.

### **Summer Food Service Program**

- Camp Sunshine and Camp Allstar sites are eligible for and will be participating in the free summer food program.
- Lee County School District manages, prepares and distributes these nutritional meals to our camp sites.
- The free food program is strictly monitored by the state.
- Eligible camps will determine and select to serve either breakfast, morning snack or afternoon snack along with a lunch. Your site will inform you on what will be served.
- Be sure to let your camp director if you will not be participating so accrual counts can be delivered.

## 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.
- Play areas are checked daily for such hazards as fire ants, broken glass, etc.

## **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, measles, hepatitis, strep throat, etc.) or a communicable disease (e.g., head lice, ringworm, pinworm, etc.) 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. 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 during the day. 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 at [www.leeparks.org](http://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 cancellations received 14 days prior to the beginning of a session. Any cancellation made less 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 the brochure.