

Summer Camp Parent Guide

SPECIAL NEEDS CAMP



Terry Park Administration Building
3410 Palm Beach Blvd., Fort Myers, FL 33916
(239) 533-7275 | 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 eight weeks this summer from June 16 through August 1, 2025.

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

Christine Bailey (West District) (239) 229-0619

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

Mackenzie Vance (Civic Center) (239) 281-4630

Colleen Via (East District) (239) 229-0634

D—Director S—Supervisor

Special Needs Camp Information			
Camp Name	Site	Camp Staff	Contact Information
Camp All-Star	Karl Drews Center	Shay Thomas (D)	URobertson@leegov.com (239) 267-2181
Camp Sunshine	Karl Drews Center	Edith Dennard (D)	EDennard@leegov.com (239) 267-2181
	Karl Drews Center	Christin Carson Bomtempo (S)	CCarsonBomtempo@leegov.com (239) 267-2181

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!
Call your center for site-specific Open House details.

Open House Locations & Times			
Camp Name	Location	Date	Time
All-Star	Karl Drews Center	Thursday, June 12	8 a.m.- 4 p.m.
Sunshine	Karl Drews Center	Thursday, June 12	8 a.m. - 4 p.m.

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 before 4:30 p.m.

Plan Ahead

Supplemental Form(s)

- As part of the registration process, ***parents/guardians must submit a Camp Supplemental Form***. This is an electronic form that must be completed online. The Camp Supplemental Form must be filled out prior to starting camp and can be completed at the Camp Open House.

Medications

- 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.
- All medication is distributed following the Department of Children and Families (DCF) guidelines.
- 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.

Accommodations

- Lee County Parks & Recreation offers an inclusive camp experience. If you would like to request a program accommodation, modification or inclusion service, please contact your specific site supervisor as soon as possible. Site supervisors are listed on page 2 of all 2025 Parent Guides.

Ready, Set, Let's Go!

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 and two snacks (unless directed otherwise from camp site), comfortable, appropriate clothes, a refillable water bottle (not a disposable water bottle), tennis shoes/socks, sunscreen (applied at home and sent for child to reapply), and a swimsuit and towel on water days. **Please label all personal items and review the weekly calendars for special-needed items.**
- Campers should not bring any electronics, cell phones, 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 for Specialty Camps begins 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.
- Camp ends at 4:30 p.m. Most of the special activities are scheduled from 8:30 a.m. to 3:30 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.

What to Expect

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.
- Some camps enjoy a more outdoor setting than others and campers must be prepared for an energetic day.
- All camp calendars can be viewed and printed at leeparks.org.

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 experienced working with youth, have previous camp experience, and go through one week of extensive training with LCPR 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 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.

Guidelines & Expectations

Dress and Sun Protection

- Children must be properly and APPROPRIATELY dressed. Closed-toe 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.

Cell Phone & Personal Electronic Devices

- Cell phones and personal electronic devices are not to be used by program participants during Summer Camp program hours. Participants can use the facility’s phone to check in with parents when necessary. Special circumstances requested by parent/guardian may be granted on a case by case basis. Please speak with the Site Director if you have any questions.



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.

Behavior Guidelines

Participant Behavior Contract

Please review the following with your camper(s). These rules apply to all registered camper(s) on this form entry.

I will follow the rules daily, including when on field trips and special activities:

1. I will participate in ALL activities and I will follow instructions of all program staff.
2. I will be polite and conduct myself in a respectful manner.
3. I will use appropriate language and I will not fight or verbally abuse another person.
4. I will use vehicle seatbelts whenever provided.
5. I will dress appropriately (no provocative or indiscreet dress) and wear closed toe shoes.
6. No personal electronic device use during camp hours unless approved.



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.

In Case of Emergency

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.

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 experienced working with youth, have previous camp experience, and go through one week of extensive training with LCPR 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 1:15.
- 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.

Child Abuse/Neglect

- Staff have 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.

Cancellations & Refunds

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.

