



**May 30, 2023 - July 28, 2023**

**[www.playpalmabay.org](http://www.playpalmabay.org)**

# Parent Handbook



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## **PROGRAM DESCRIPTION/STAFF**

The City of Palm Bay operates with a staff ratio of 1:15 or less. Staff training consists of leadership, child development, and group management skills. We are committed to assisting children develop interests, talents, skills and self confidence.

Recreation Supervisors and Recreation Leaders are responsible for overseeing all camp programs. Summer Fun Camp Site Leaders are responsible for all campers and counselors. They are always on site during regular camp hours. Counselors develop plans, as well as supervise field trips and programs for their age group and directly supervise all campers within the group.

## **BEHAVIOR MANAGEMENT/DISCIPLINE POLICY**

The City of Palm Bay focuses on honesty, respect, fairness, trust, caring and responsibility. Program rules are designed for the safety, health and happiness of children and staff. General discipline techniques will include positive reinforcement for appropriate behaviors and careful explanation of behavior that is unacceptable. Discipline will be progressive in nature. It will be constructive and age appropriate for redirection and conflict resolution.

Please review the rules with your child so we can have a great time together! The City reserves the right to expel immediately from the program any child that is destructive to city, personal or private property. In the event your child has a discipline problem, a discipline report will be present at pick-up. The form signed by the parent/guardian before they will be allowed to further participate in the program. Each incident will be documented and the supervisor notified before the child is suspended or removed from the program.



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## PROGRAM INFORMATION

Each child will have the daily opportunity for:

- Active play time includes games, sports, and free time.
- Creative time includes arts and crafts.
- Weekly field trips (additional fees may apply).
- Special guests and activities on site.
- Kona Ice and similar specials visiting our site (additional fees may apply).

## GENERAL POLICIES

1. It is the parents'/guardians' responsibility to update their ePACT ACCOUNT WITH ANY NEW INFORMATION OR CONTACT NUMBERS. Emergency contacts and authorization pick-ups must include phone numbers.
2. We will **NOT** release a child to anyone not listed on the registration form. **Photo identification or selected code-word is mandatory when picking up a child.**
3. We will make every attempt to accommodate a child's special needs (behavioral, emotional, physical, etc.) to ensure successful participation in the program. Please inform us of all special needs on the registration form or call TWCC at (321)952-3231, or TRCC at (321)952-3443.
4. Medical problems must be clearly identified along with any medications being taken. **In the case of a medical emergency that requires a child to be sent to the hospital for treatment, we will contact parents/guardians after calling 911.**
5. Children are grouped in age appropriate classes.
6. Please retain your receipt(s) if needed for IRS. City of Palm Bay Tax ID# 59-6018984.

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## **PROGRAM RULES**

1. Children must stay with assigned group unless reassigned by program staff.
2. Children will show courtesy to fellow children and staff members.
3. Each child is expected to show respect for personal, private, and city property.
4. Children will be responsible for using games and equipment properly.
5. Name-calling, cursing, swearing, and fighting will not be tolerated.
6. Children must obey staff members and rules at all times.
7. Disrespect will not be tolerated.
8. Children must ask permission from staff members to leave the group.
9. Children must keep hands, feet, and objects to themselves.
10. Children must clean their environment before moving to the next activity.
11. Children are responsible for their own belongings. It is not on the staff to keep up with any personal belongings pertaining to campers.

## **RULES FOR CHILDREN ON BUS/VEHICLE**

1. No standing while the vehicle is in motion.
2. No throwing objects of any kind.
3. Name-calling, cursing, swearing, and fighting will not be tolerated.
4. Respect others and their property.
5. No eating or drinking on the bus/vehicle.
6. Children are responsible for cleaning up after themselves.

*If a child is expelled from camp, he/she may not participate in any City of Palm Bay camp programs for one year.*

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**The following behaviors may lead to a disciplinary report, suspension, or termination from the program:**

1. Refusing to follow instructions and/or basic safety program rules.
2. Stealing or defacing City of Palm Bay property or the property of others. Campers are responsible for replacing equipment if deliberately misused or destroyed. The police will be notified of stealing or defacing property.
3. Bullying, fighting, kicking, hitting, biting, or violence of any kind.
4. Being disrespectful towards staff, rude, and/or inappropriate behavior towards others including but not limited to inappropriate language, cursing and/or rude gestures.
5. Throwing or kicking objects inside facilities unless done in an appropriately designated area such as the gymnasium.

*Disciplinary measures are as follows:*

**FIGHTING—CONTACT MADE**

1st Incident: Child will be picked up day of the incident; next day suspension

2nd Incident: One week suspension

3rd Incident: Removal from program

**FIGHTING—NO CONTACT MADE**

1st Incident: Removal from activity

2nd Incident: Child will be picked up day of the incident; next day suspension

3rd Incident: One week suspension

4th Incident: Removal from program

**DISRUPTIVE/DISRESPECTFUL BEHAVIOR TO STAFF OR OTHER CHILDREN**

1st Incident: Counsel participant

2nd Incident: Time out from activity

3rd Incident: Child will be picked up the day of the incident and be suspended the next day

4th Incident: One week suspension

5th Incident: Removal from program

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## DRESS CODE

In order to ensure that campers get the most out of camp, remain comfortable and avoid injuries, we require light, comfortable clothing and athletic or tennis shoes to be worn on a daily basis. **No open-toe shoes/flip-flops.** (Water shoes or flip-flops may be worn for water days or at the pool, but close-toed shoes must be worn back at camp). Camp shirts will be provided for campers and **must** be worn on all field trips.

***For safety reasons, any child brought to camp in flip-flops or open-toed shoes will not be allowed to participate in sports activities. Parents may be contacted if necessary to bring appropriate clothing.***

## EMERGENCY PROCEDURES

The City of Palm Bay Recreation Department is responsible for exercising due care and safety in conducting its programs and operating facilities. In the event an incident requires more than First Aid attention, we follow these guidelines:

1. The injured child is never left unattended.
2. If the injured child needs medical or hospital attention, parents will be called first unless this will jeopardize the well-being of the child.
3. Parents will be asked to pick up their child if immediate attention is necessary; if parents cannot be reached or child needs to be sent to the hospital, 911 will be called to take the injured child to the hospital and parent notification will continue until they are reached.
4. Emergency contacts will be called if parents cannot be reached after pick-up which is strictly by 6pm.

## EVACUATION PROCEDURE

In the event that your child's facility must be evacuated, you will be notified by phone of the pickup location.



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## **CHILD ABUSE POLICY**

All cases of suspected abuse - physical, emotional or sexual - will be reported immediately to the Supervisor on site who will in turn contact Florida Department of Children and Families.

## **DISTRIBUTION OF MEDICATION POLICY**

No medication will be administered to a child without the written order of a licensed physician indicating that the medication is for a specific child and the written permission of the parent on a City approved form (copy provided at registration). Medication must be handed to the site leader by the parent/guardian. If possible, parents/guardians are asked to administer medications at home before or after camp. **Under no circumstance will camp personnel give the first dosage of any medication. This is solely for the safety of the child. We do not provide epi-pens or emergency medications.**

## **HEALTH & SAFETY**

For the health and safety of campers and counselors, early pickup may be required or limitations on attendance may apply. Child **MUST** be picked up if the following applies:

**Fever**—100 or higher will be sent home

**Chicken pox**—may return when all pox are dried

**Head lice**—may return after all lice and nits have been removed\*

**Pink eye**—may return after treatment (prescription eye drops)

**Scabies/unexplained rash**—may return after treatment

**Ring worm**—must be treated with medication and covered (Band-Aids) while at camp

*\*All participants must read and initial "Procedure for Controlling Head Lice" on ePACT*

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## **BREAKFAST/LUNCH**

Federally funded meals are no longer available to summer camps. Campers must bring a lunch, two filling snacks, and a refillable water bottle. First snack is in the morning and the second at 3 PM. We do have vending machines, but they are not paid by the city; if it is broken or money is lost, we cannot provide a refund or maintenance.

## **PERSONAL BELONGINGS**

Personal belongings are the responsibility of each camper. We discourage campers from bringing money, electronic devices, or anything of value to camp. Staff will not be responsible for items brought from home. Appropriate sports equipment is provided by our camp and equipment brought from home is not allowed. The City of Palm Bay is not responsible for lost or stolen items.

Personal items such as lunch boxes, extra clothes, and refillable water bottles should be marked with your child's name.

## **REFUNDS/CREDITS AND PAYMENT METHODS**

All payments, refunds and credits are handled at the main lobby entrance.

**Refunds/credits:** An application for refund/credit must be received 10 business days prior to scheduled date of use, except for illness or family emergencies, in which case, proof must be provided and the application must be received within 10 days following absence.

**No refund will be issued after September 1.**

**NO REFUND OR PRORATING if the child is suspended/expelled from camp.**

Cash, money orders, debit/credit with Visa or MasterCard logo are accepted for payment.



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## **SIGN-IN/SIGN-OUT POLICY**

**Sign-In:** Each child MUST be escorted into the program and checked in and out of the program by speaking with camp staff. Please do not drop your child off prior to 7:00 AM, as our staff is not available to supervise your child before the scheduled program time.

**Sign-Out:** Parent/legal guardian must provide names of persons who are authorized to leave the site with a child with phone numbers in the ePACT registration. Parent/guardian is responsible for keeping this information updated. **At the time of pick-up, proper picture identification will need to be displayed. If unable to do so, please provide the codeword for confirmation. See page 11 for drop-off/pick-up procedures.**

A late pickup fee of \$20 per child shall be assessed for children not picked up within 20 minutes after the conclusion of camp. If the parent/guardian is late, a telephone call is appreciated, but does not relieve you of the responsibility of the late fee. Payment of this fee will be required before your child will be allowed back in the program. Repeated abuse of program hours will result in dismissal from the program. **No one under the age of 18 may sign out a child.**

## **FIELD TRIPS**

All trips require all campers. No campers are allowed to stay behind at Tony Rosa Community Center or Ted Whitlock Community Center during trips; all must attend. Campers that do not attend the field trip can be signed in to camp after we have returned from the trip.

**On field trip days, it is the responsibility of the person dropping off the child to be at camp 30 minutes before the bus is scheduled to leave. If the field trip group has already left the camp location, it is the parents' responsibility to make other arrangements for the child.**

**Parents may NOT drop off children at the field trip location. Campers must wear their camp t-shirts for ALL Trips.**

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## T-SHIRTS

Camp t-shirts will be available during the first week of camp. Each camper will receive one t-shirt free of charge and **MUST** wear it on all field trip days.

## WATER DAYS

Campers will need to bring a towel, extra clothes, sunscreen, and a bathing suit. Counselors can **NOT** apply sunscreen on children. Flip-flops or water shoes may be worn on water day, but closed-toe shoes must be worn back at camp.

## SPECIAL NEEDS

**Any person requiring accommodations in order to participate in our programs must contact the site leader prior to the beginning of camp. All children, regardless of their special needs, must adhere to the policies, rules and regulations listed in the parent handbook.**

## TELEPHONE

Parents will be provided with an emergency number for camp. Use of the telephone by campers is permitted in cases of emergency only. **Please do not send children to camp with cell phones; they will not be permitted to use them during camp hours. City of Palm Bay, including individual employees, are not responsible for any loss/damage of campers' personal items.**

## ZERO TOLERANCE POLICY

The City of Palm Bay does not permit the use of tobacco products, alcohol, drugs, fireworks or the use of/threat of weapons. In addition, theft, shoplifting, destruction of property or any violent or inappropriate activity of any kind will not be tolerated. Any violation will result in immediate expulsion from the program with no refund. Parents will be expected to pick the child up immediately.

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## Drop-off Procedures

Our drop off area will be the main lobby of either Tony Rosa Community Center or Ted Whitlock Community Center depending on your choice of location. No campers are permitted in the facilities prior to 7 AM. Please **do not** drop any campers off at TRCC or TWCC earlier than 7 AM. When campers are dropped off they must follow all procedures:

- Campers must be escorted inside by parent/guardian for check in.
- Site leader will ensure campers go to their designated area prior to being separated into groups.

## Pick-up Procedures

- All campers will report to one area at 4:45 PM. They will remain in this area until their name is called for check out.
- A counselor or site leader will ask for the parent/guardians' name and/or codeword to sign out.
- If an adult comes to pick up a camper without being on the proper list in ePACT they will not be allowed to leave.
- If a parent/guardian received a call about a discipline or accident report they will be required to speak with site leader or counselor and sign reports.
- Pick up ends at 6:00 PM sharp. See page 9 for sign-in/out policies.

2023

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## Camp Hours

Mon—Fri

7:00 am—6:00 pm

**CAMP WILL BE CLOSED**

**Tuesday, JULY 4**

**For more information, please call:**

**TRCC (321) 952-3443**

**TWCC (321) 952-3231**

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**Tony Rosa Community Center**

1502 Port Malabar Blvd. NE

Palm Bay, FL 32905

**Ted Whitlock Community Center**

370 Championship Cir. NW

Palm Bay, FL 32907