

City of Palm Beach Gardens Community Services



Camp Gardens 2010 Parent/Guardian Handbook



WELCOME TO THE CITY OF PALM BEACH GARDENS
CAMP GARDENS 2010 SUMMER PROGRAM

Dear Parents/Guardians,

It is with great pleasure that I welcome you and your campers to the Camp Gardens 2010 summer program! We are looking forward to a fun-filled and safe summer of activities.

The parent/guardian handbook was developed to assist you in understanding our camp policies and procedures. Although many of you will be familiar with our method of operation from your attendance at previous camps, changes are based in part from the comments and suggestions you make throughout the year, and at the end of the program evaluation. This year we will be offering classic camp as well as specialty camps such as sports, aquatics, adventure, technology, art, dance and theater. Also, please keep in mind that your children will be outside at times, in the hot Florida sun.

I recommend you read this handbook thoroughly so you are familiar with the manner in which the camp will be operated. If you have any questions or concerns, or would like to offer your suggestions on how to help us make this camp more enjoyable for all, please feel free to call us anytime at (561) 630-1100.

Thank you for your support, confidence and cooperation. Have a happy, healthy and safe summer!

Sincerely,

Catherine Dye, CPRP
Recreation Supervisor
Palm Beach Gardens Recreation Division

CAMP HIGHLIGHTS AND POLICIES

CAMP GOAL - Our goal is to provide a quality, safe, and diversified program, which will encourage positive and educational experiences for children of all ages.

DATES AND TIMES - Classic Camp consists of 8 one-week sessions, beginning Monday, June 14, 2010 and ending Friday, August 6, 2010. Classic camp hours are 7:30am to 6:00pm. Specialty full-day and half-day camps are offered throughout the summer with varying hours.

CAMP CONCERNS - Should a parent ever have a concern regarding their child at camp, please communicate directly with the staff person in charge of that camp group so that we can resolve the problem or concern in a more immediate fashion. Questions or changes parents may have regarding the weeks their child or children are enrolled in camp, or anything regarding payments, additional fees, etc., should be communicated directly to the front desk staff.

CAMP CANCELLATIONS/REFUNDS - Please be advised that refunds are processed when approved, less a \$10 transaction fee per activity. Refunds for child enrichment programs (camps, school's day out, etc.) are subject to a seven day cancellation notice less the \$10 transaction fee. If the cancellation is requested less than seven days to the start of the program, refunds will not routinely be granted unless mitigating circumstances are involved. These refunds are subject to a decision by a review committee.

DROP-OFF - For the safety of your child, you must walk your child to the sign-in person each day of camp. Please do not drop off children before their scheduled camp start time. They will not be supervised and will not be considered part of camp until you have signed them in.

SIGN IN/OUT PROCEDURES - Parents **MUST** sign their child into camp each day at the child's respective group. Parents/Guardians must indicate on the sign-out sheet those individuals who are authorized to pick up their child. Those listed **MUST** properly sign them out and provide proper identification. It **MUST** be noted on the sign-out sheet that any camper who is allowed to walk or bike home after camp, may sign themselves out at the end of the day. Calling the camp to notify staff of an alternate person picking up your child will **NOT** be accepted. Campers will only be released to those listed on the sign-out sheet. In the event of an emergency, and no one from the registration list can pick up a child, the password policy will be used. The alternative person picking up the child from camp **MUST** be aware of the password policy and know the password recorded for that child. Only camp staff will have access to the password. Once the password has been used, we may ask you to change the password.

If parents/guardians cannot agree on the pick up list and this is brought to the attention of the camp staff, only the parents/guardians will be allowed to pick up the child/children. This will be enforced until the parents/guardians come to an agreement on a list and supply such information to the camp directors. The safety of camp participants is our highest priority.

Parents/Guardians can not alter, add or change the registration form in any way over the phone.

LATE PICK-UP FEE - Any person arriving late to pick up a child from a program will be charged a late fee. A late fee of \$10.00 for each portion of 15 minutes will be issued for each

participant picked up after their scheduled program ending time. There is no “grace” period. Excessive late pickups will result in termination of the participant, student, camper, etc.

LUNCHES - Full Day Campers Only

- In-House Days - Pack your child’s lunch, beverages and snacks in an insulated lunch box each day, or if a lunch option is offered, please pay at the front desk. Refrigerators and microwaves are not available.
- Field Trip Days - Pack your child’s lunch, beverages and snacks in an insulated lunch box each day, unless stated otherwise on the schedule.

SNACKS - There will be time set aside each day for full-day campers to eat their snacks brought from home. Please provide your child with snacks and extra drink each day. **Please note that the vending machines or Snack Shack will NOT be accessible to campers during the day. We encourage you to stop at the Snack Shack prior to signing your child in to camp, to stock up for the day. It is also a great place to stop on your way out.**

SHARING - Due to the risk of food allergies, please talk to your child about refraining from sharing any food or drink at camp.

DRESS - We recommend campers wear light, comfortable clothing, socks and tennis shoes on a daily basis. **Please do not send your child in sandals, flip flops or heellies.** For the safety of your child we also recommend that full-day campers wear the camp t-shirt on field trip days. Inappropriate clothing will not be tolerated at Camp Gardens.

CAMP SHIRTS - All full-day campers* will receive one camp t-shirt at registration. Additional shirts may be purchased for \$8.00 each while supplies last. Please dress your child in their camp shirt for field trips. *Full day sports campers will receive a t-shirt the week of camp.

PERSONAL ITEMS - Please pack your child’s belongings in a small back pack or something that is easy for them to carry. Personal items should be marked with your child’s name in case they become lost. We highly discourage bringing any handheld electronic games, ipods, cell phones, etc. to camp. We are NOT responsible for lost items so **PLEASE LEAVE VALUABLES AT HOME.** Each Site Supervisor is allowed to prohibit such items at their discretion. We reserve the right to take away any personal item we feel will unsafe or disruptive to another camper, the group, or to the public. The item will be returned to the camper/parent at the end of the day.

SPECIAL REQUESTS –If your child would like to be paired with another camper in the same group, please let the counselors know when you sign in the first day of camp, and we will do our best to accommodate your request.

SPECIAL NEEDS - In an effort to provide everyone the same opportunity to experience the quality of our programs, the City of Palm Beach Gardens includes children with special needs in our programs. The City utilizes the ARC’s expertise in assessing your child’s needs and we ask that you register no later than April 21, 2010 to ensure that we are prepared with staffing, transportation, etc. For more information, please call (561) 630-1100.

TELEPHONE - The telephone is permitted in cases of emergency only. Campers are expected to have everything they need for the camp day at the time of arrival.

MEDICATIONS - Palm Beach Gardens Recreation Division will **NOT** administer medications, prescribed or otherwise, to any participant registered in our program due to liability concerns, except for the case of “epipens” prescribed to children with life threatening allergies. All participants will be responsible for taking their own medications. Please only send enough for that day. If your child requires prescription medications, please make sure it is labeled and in its original container.

HEAD LICE - If we have a case of head lice, all campers will be checked in that group and notices will be sent home to inform parents. Those who have any indication of head lice (dead or alive) will be sent home. Campers **CANNOT** return to camp unless parents show proof of having treated their child, and there is no further evidence of nits. Please contact the Camp Director for more information on head lice. The City of Palm Beach Gardens will take precautionary measures to prevent the spread of head lice. Check your own children often and remind them not to share hairbrushes, combs, hats, headbands, etc. For more information, refer to www.licesolutions.org.

DUTY TO REPORT – Any staff person who knows, or has reasonable cause to suspect that a child is abused or neglected by a parent, legal custodian, caregiver, or other person responsible for a child’s welfare; shall report immediately such knowledge or suspicion to their supervisor who will then report the claim to the central abuse hotline of the Department of Children and Families.

FIELD TRIPS - Classic campers attend various field trips throughout the summer. The transportation company that we utilize is awarded by bid and accommodates our camp with buses. All bus drivers are staffed and screened by the transportation company. Additional or specialty camp transportation may be provided by the City’s buses, driven by camp staff with the appropriate license.

FIELD TRIP TARDINESS POLICY - Please review the camp schedule carefully for daily departure times of field trips. In the case that you are late for the departure for a field trip, it is the responsibility of the **PARENT/GUARDIAN** to take the camp participant to the designated field trip location. If you miss your field trip and are unable to take your child to the field trip location, your child will be placed with the closest age group available at Burns Road Recreation Center and will be active with that group throughout the remainder of the day.

SCHEDULE CHANGES - Although we make every effort to follow the camp schedule, sometimes changes will occur. Please take the time to read any notices posted at sign-in or sign out.

OUTDOOR CAMP CANCELLATION POLICY - In case of inclement weather or unsafe conditions prior to the start time of camp, the entire day of camp will be cancelled and participants should not report. If inclement weather or an unsafe situation occurs once the camp has begun, parents or guardians are to report to the facility as soon as possible to pick up their child. The Recreation Division regrets it is unable to provide an alternative program upon cancellation of an outdoor camp program. Participants will be kept in a safe and secure location under the supervision of staff until picked up by the parent. **Parents must contact the Athletics Hotline at 630-1124 or front desk at 630-1100 for information on the status of the camp.**

LOW ENROLLMENT CANCELLATION POLICY – If a program does not meet the minimum enrollment by the Wednesday prior to the start date, it may be cancelled. Participants would be contacted and a full refund processed if no acceptable alternatives are available.

CAMP FACILITIES

- Riverside Youth Enrichment Center is the home base for the Magic campers (ages 5-6) and is located at 10170 Riverside Drive, Palm Beach Gardens 33410. (561)630-1130
- Burns Road Recreation Center is our largest facility and is the home base for the Marlins, Dolphins, and Panthers classic camps (ages 7-13), and many full and half-day specialty camps. It is located at 4404 Burns Road, Palm Beach Gardens, 33410. (561)630-1100
- Palm Beach Gardens Pool - All full-day campers at BRRC will have the opportunity to utilize the swimming pool weekly, weather permitting. It is also located at 4404 Burns Road, Palm Beach Gardens, 33410. (561)775-8272

CAMP STAFF - All camp staff members have met the City's criteria to successfully pass the hiring process, which includes a drug screen and background check. All camp staff are CPR certified.

- CAMP DIRECTOR is responsible for overseeing all aspects of Camp Gardens, including classic camp and specialty camps. The Camp Director is the direct supervisor of all Camp Gardens staff. The Camp Director handles all issues and concerns regarding camp policies/procedures of staff and campers.
- INSTRUCTORS for specialty camps are responsible for running half-day and full-day camp activities. Instructors report directly to Site Supervisors, Camp Director or Coordinators.
- SITE SUPERVISORS are responsible for the function, safety and well being of all campers in their assigned classic or specialty camp groups. They are also responsible to directly supervise all Group Leaders and Counselors within their group. Site Supervisors report directly to Camp Director.
- GROUP LEADERS are responsible for the function, safety and daily activities of approximately 20-30 campers in their "classic" camp or "specialty" camp groups each day. They are directly responsible for 8-12 campers each day. Group Leaders report directly to their Site Supervisor.
- COUNSELORS are responsible for the function, safety and daily activities of 8-12 campers in their classic or specialty camp groups each day. Counselors report directly to their Group Leader and Site Supervisor.

CAMPERS CODE OF CONDUCT

- Everyone in camp is to be treated equally and with respect.
- We will not tolerate foul language, derogatory comments, threats, or any type of verbal abuse.
- Campers are responsible for their actions at camp each day and must face the consequences.
- We uphold a “zero tolerance” policy if a camper strikes a staff person.
- Fighting or any other physical contact, under any circumstance, will not be tolerated.
- Alcohol, drugs or tobacco products are prohibited.
- Campers are expected to abide by the law. Stealing or vandalism will be reported to the police immediately.
- Campers are responsible for any equipment they use, and for its replacement, if they deliberately misuse or destroy the equipment.
- City of Palm Beach Gardens Staff has the right to determine what is unacceptable behavior at Camp Gardens.

CAMP CONSEQUENCES

The following consequences are in no particular order. Severity of the consequence depends upon the circumstance of the situation.

- Verbal Warning
- Time Out
- Time Out meeting with Site Supervisor
- Campers may be asked to write an apology note.
- Camper prohibited from finishing a game or activity.
- Parent notification and possible immediate pickup from camp.
- Suspension from camp.
- Expulsion for remainder of summer.

NOTE: Consistent breaking of rules may mean that the parent will be notified and the camper may be suspended from camp for one day or up to a complete expulsion from our program. **PLEASE GO OVER THE CODE OF CONDUCT WITH YOUR CHILD/CHILDREN**

We will notify the Police and parent/guardian if we suspect that a camper is stealing, vandalizing, or is in the possession of drugs, alcohol or weapons.

POSSIBLE FIELD TRIPS, VENDORS and DEMONSTRATIONS

Adventure Times Kayak, NPB
Ah-Tah-Thi-Ki Museum, Hollywood
American Airlines Arena, Miami
Bank Atlantic Center, Sunrise
Boomers, Boca Raton
Broward Ctr. for Perf. Arts, Ft. Laud.
Bryant Park, Boynton Beach
Busch Wildlife Sanctuary, Jupiter
Butterfly World, Coconut Creek
Calypso Bay Waterpark, WPB
Carlin Park, Juno Beach
Children's Schoolhouse Mus., Boynton
Chuck-E-Cheese, Stuart
City Park, PBG
Cobb Theater, PBG
Chuck-E-Cheese, Stuart
Delray Beach Playhouse, Delray
The Fischer Mark
Flamingo Gardens, Davie
FL Oceanographic Society, Stuart
Florida Power & Light, Hutchinson Island
Franklin Sailing School, WPB
Fun Depot, Lake Worth
Funky Fish, Boca Raton
Gardens Skate Park, PBG
Gardens Tennis Center, PBG
High Touch High Tech, Wellington
IceZone, Lake Worth
IGFA Fishing Museum, Dania
IMAX Theater, Ft. Lauderdale
J.D. MacArthur State Park, NPB
John Prince Park, Lake Worth
Jonathan Dickinson State Pk, Hobe Sound
Jupiter Community Park, Abacoa
Jupiter Lanes, Jupiter
Jupiter Regal Cinemas, Jupiter

Kabooms Amusement Ctr., Davie
Kids Fitness Festival, WPB
Kids Kingdom Playground, Boynton
Koppertop Magic
Lilac Park, PBG
Lion Country Safari, Loxahatchee
Locomotion Theater
Loggerhead Marinelife Center, Juno
Loggerhead State Park, Juno
Maria's Ice Cream, WPB
McCarthy's Wildlife
Mirasol Park, PBG
Museum of Disc. & Science, Ft. Laud.
Patch Reef Park, Boca
Palm Beach Co. Sheriffs Office, WPB
Palm Beach Gardens Fire Department
Palm Beach Gardens Police Department
Palm Beach Zoo, WPB
PGA Cinema, PBG
PGA National Park, PBG
Rapids Water Park, WPB
Sandoway House Mus., Delray Bch
SkateZone, Lake Worth
Sloan's Ice Cream, WPB
Solid Waste Authority, P.B. County
Strike Zone, Lake Worth
Stuart Beach Park, Stuart
South Fl. Science Museum, WPB
Sugar Sand Park, Boca Raton
SuperPlay USA, St. Lucie
Wellington Recreation Ctr., Wellington
Wellington Silver Screens, Wellington
West Palm Beach Museum, WPB
West Palm Beach Fountains, WPB
Yesteryear Village, West Palm Beach

**Fieldtrips and vendors are subject to change,
and vary by camp and age group.**