

Island City Summer Camp 2022

Parent Handbook



Life's Just Better Here

Welcome to the Island City Summer Camp Program. We will serve your children with compassion, patience, skill and respect. It is our desire that staff and parents become partners to better serve your children. In turn, we ask that you, as a parent, help us. Let us know of any concerns, ideas or thoughts that you may have regarding camp. Our camp is a place for families and we want to do everything possible to strengthen and support your family.

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PROGRAM DESCRIPTION

The City of Wilton Manors Summer Camp Program is designed for children that will be in 1st- 5th grade for the 2022-2023 school year. This program operates during the nine weeks of summer break. Daily and weekly scheduled activities include sports and fitness, arts and crafts, music, and special events.

OUR MISSION

It is our responsibility to all of our residents who use our amenities, facilities, products, services and benefits of Leisure Services. We are committed to providing a safe and clean environment with dedicated employees and partners who are qualified to provide outstanding program delivery in leisure activities, special events and many diverse services that meet the needs of our community.

We apply accredited standards among parks, recreation and library establishments. The Leisure Services Team is committed to using current recreational practices to ensure efficiency and effectiveness of our operations and administration. We will continue to provide well-planned and organized recreational and library activities and events. It is our responsibility to preserve and protect the integrity of our natural areas and ensure they exist for the next generation.

We will enhance the quality of life in Wilton Manors by uniting our community with festive, genuine, multi-cultural and multi-generational programs, activities and events. Our common desire is to serve the needs of our residents and display passion and commitment towards achieving our full potential.

CAMP LEADERSHIP TEAM

Our staff are carefully selected and placed at the Summer Camp Program based on their individual skills. Staff members include school teachers, school district employees, college students, and adults interested in the well-being of children. For your child's benefit, staff is trained in creative recreational programming, positive child discipline, emergency, and safety procedures.

Youth Services & Program Supervisor:

Adeesha Brooks

adavis@wiltonmanors.com

Recreation Leader II:

Darcelle Kates

dkates@wiltonmanors.com

CAMP DAYS, HOURS & LOCATION

Camp Site

Island City Park Preserve
823 NE 28th Street
Wilton Manors, FL 33334

Payment Location

Hagen Park
2020 Wilton Drive
Wilton Manors, FL 33305

Camp hours

Monday-Friday
8:00am-6:00pm
*(Hours may vary depending on
Holidays)*

Operating Hours

*Monday-Thursday 8am-8:30pm
Friday- 8am-6pm
Saturday 8am-12:00pm*

Important Telephone Numbers

Camp Site- Island City Park Preserve (954) 390-2115
Main Office- Hagen Park- (954) 390-2130

REQUIRED FORMS

Camp Registration Form

It is the parent's responsibility to ensure that the child's camp registration form is on file at the Registration Office and contains up-to-date information. Proof of grade and age must be submitted at the time of registration. Your child must be 6 years old on or before September 1, 2022. Parents will not be permitted to register without proper documentation. Birth certificates are required for 6-year-olds. Failure to submit a birth certificate (children entering first grade for the 2022-23 school year) and report cards (children entering grades 1-5 for 2022-23 school year) will result in automatic withdrawal from camp and forfeiture of your camp space.

Medication Record Form (if needed)

If your child has special needs including ADD/ADHD, Autism, Behavior Disorder, Down Syndrome, or other disorders, impairment, or disability and/or has an Individualized Education Program (IEP) or 504 Plan at school, please share this information so that staff can have ample time to prepare and make any necessary modifications. Please ensure the "Special Needs" section is up to date, accurate, and filled out completely on the registration form.

If your child has an IEP (Individual Education Plan) or 504 Plan a Pre-Enrollment Conference must first be completed with the camp director upon registration of The City of Wilton Manors Island City Summer Camp. Please submit a copy of your child's IEP to Hagen Park Community Center along with your contact information and the director will contact you for a meeting with you and your child.

PAYMENT

Camp charges are based on a weekly fee or per three-week session. Enroll each child in the desired camp sessions or week and pay camp fees in full at time of enrollment. This will ensure your child's enrollment in the session or week that is paid for.

Please note that enrollment for one week doesn't guarantee a spot for upcoming weeks, unless they have already been paid.

Methods of Payment: We accept check, cash, and money order, Visa, MasterCard, Discover or American Express. Checks should be Made payable to the "City of Wilton Manors."

SUMMER CAMP FEES

Registration Fee

\$25 per child OR \$40 per family

WEEKLY RATE	Resident	Non-Resident
1 st Child	\$120 per week	\$140 per week
2 nd Child	\$140 per week	\$160 per week

THREE WEEK SESSIONS	Resident	Non-Resident
Session I- June 13- July 1	\$360.00	\$420.00
Session II- July 5- July 22	\$360.00	\$420.00
Session III- July 25- August 12	\$360.00	\$420.00

REFUND POLICY

If your child misses any days of summer camp no refunds will be given.

No exceptions, under any circumstances.

LATE PICK UP FEE CHARGES

A twenty (\$20.00) dollar fee will be charged for every fifteen (15) minutes the child remains at the site beginning at 6:01 p.m. Fees must be paid prior to the camper(s) returning to camp. Every effort will be made to contact the parent or the other emergency contacts listed on the registration form. If the child is not picked up by 7:00 p.m., Wilton Manors Police Department will be notified to transport the child. Any camper who has more than one late pick up will be dismissed from the program.

SIGN IN & OUT PROCEDURE

Campers will be signed in and signed out each day by those listed on the registration forms. For the protection of all the summer camp participants, please be prepared to show I.D. at ALL times when picking up your child. Also, inform those listed as emergency contacts that a picture I.D is required before we can release the child. Please do not leave your child(ren) unattended at the camp location before the advertised start time. Cell phone use is prohibited while operating a vehicle. Parents are required to pick up their child(ren) by the stated closing time. A back-up person should be pre-arranged to pick up your child if circumstances prevent you from being on time. ID's will be checked, so please be prepared. All Changes to the pick-up list must be made in writing, including emergency situations. Phone calls to notify staff of an alternate pick-up person are not permissible.

WHAT TO LEAVE AT HOME

MP3 players, handheld games, PSPs, tablets, cell phones, toys, dolls, real or fake weapons, pets and expensive items. The City of Wilton Manors, Leisure Services Dept. isn't responsible for any loss or stolen belongings.

DRESS CODE

In order to ensure that campers get the most out of their camp experience, remain comfortable and avoid injuries, we suggest light, comfortable clothing, and athletic or tennis shoes must be worn on a daily basis. No open toe shoes/flip-flops are permitted. All campers must wear the City of Wilton Manors orange camp shirts on trip days. For their own safety, any child brought to camp in flip-flops will not be allowed. Parents may be contacted if necessary to bring appropriate clothing.

MEDICATIONS

MEDICINE MUST BE IN ITS ORIGINAL CONTAINER, MARKED WITH NAME OF PATIENT/CHILD, MEDICINE & DOSAGE AND PHYSICIAN'S NAME & CONTACT INFORMATION.

EXPIRED MEDICINE WILL NOT BE ACCEPTED.

- ◆ Before medication may be administered, a **Medication Release Form** for each medication must be complete and signed by the parent or legal guardian. This form will be kept on file at the Hagen Park Recreation Office and at the summer camp site.
- ◆ Medication should not be sent in backpacks or lunch bags. When refilling the supply, please deliver the refill when picking up participant from the summer camp site. The amount will be counted and logged to verify receipt.
- ◆ Medication will be dispensed by a staff member designated by the City of Wilton Manors, Leisure Services Staff.
- ◆ Any change in type, dosage of medication will require a new Medication Release Form

HEALTH & SAFETY

Children should not attend camp and MUST be picked up immediately if the following applies:

- ◆ Fever – 99 or higher
- ◆ Coughing
- ◆ Sneezing
- ◆ Shortness of breath
- ◆ Vomiting or diarrhea
- ◆ Chicken Pox – may return when all pox are dried
- ◆ Head Lice – may return after all lice and lice eggs 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

If a child has one or more of these symptoms the child(ren) will be isolated until a parent

LUNCHES

Lunch and snack will be provided daily by the City of Wilton Manors (unless noted). If you are providing lunch or snack please provide ensure that it will not spoil. Lunches will not be refrigerated or heated during camp hours. Pack disposable silverware if it is necessary. Please label all bagged lunch with the child's first and last name. If your child has allergies please inform the program in writing.

WATER

It is important that campers drink water to stay hydrated throughout the day. Water will be accessible to campers all day. If you would like to have your child bring a water bottle please make sure it is labeled.

INAPPROPRIATE USE OF EQUIPMENT/PROPERTY

Children misusing or intentionally damaging another person's personal property or City equipment may be held responsible for its replacement. Such situations will be handled between the parties involved. The City of Wilton Manors will not be held responsible for replacement of items damaged by another child/ren or participant

PARENT CORNER

In regards to custody agreements, a complete legal document must be filed with staff. Staff will adhere to the custody pick-up schedule per the document provided. Any changes/updates to the agreement must be made in writing with a minimum of twenty-four hours' notice including both parents' signatures to confirm both parties' agreement.

If a situation should arise and you have joint custody of your child, we will contact the parent who registered the child. In a joint custody situation, the parent who registered the child is responsible for listing the ex-spouse's address, home telephone number, work telephone number and an emergency number. The parent who registers the child has the responsibility of distributing a copy of this program handbook to the ex-spouse and returning the signed acknowledgement form.

The City of Wilton Manors, Leisure Services Department is not responsible for your child until he or she is signed in upon departure of a parent or guardian, within the advertised start time of the program. We are not responsible for your child/ren after sign out has been completed.

EMPLOYER VERIFICATION FORMS

The Leisure Services Department Administration office will be happy to complete any forms you may have for Childcare Reimbursement. Parents who have employer reimbursement forms for childcare are asked to submit the forms to the Recreation Leader II (Site Supervisor) prior to the last day of the month. The Camp Program Coordinator will complete the forms within five (5) days upon verification of attendance.

CAMPER CODE OF CONDUCT

Participants are responsible for:

Safety

- ◆ Staying with their Leader, in the program's designated areas, and being an active participant in activities, unless there is a medical reason.
- ◆ Staying in camp until signed-out by an authorized staff member.
- ◆ Behaving in a manner that does not harm or endanger others; i.e. keeping hands, feet and objects to themselves. Fighting/roughhousing and excessive aggression is prohibited.

Respect

- ◆ Demonstrating respect and good manners to all Leaders and fellow participants.
- ◆ Following Leader rules at all times; flagrant disrespect will not be tolerated.
- ◆ Using kind words; profanity and name-calling will not be tolerated.

Care

- ◆ Respecting City property and all facilities therein.
- ◆ For the protection of all participants and to promote environmental awareness, everyone will participate in good housekeeping skills.
- ◆ Respecting the property of others. Stealing will not be tolerated.
- ◆ Demonstrating care for program equipment and using it appropriately.
- ◆ Helping fellow participants and modeling best behaviors and conduct

ANTI BULLYING

The stopbullying.gov website defines bullying as unwanted, aggressive behavior among school aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- ◆ An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- ◆ Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Types of Bullying

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm.
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone and embarrassing someone in public.
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures.

The City of Wilton Manors, Leisure Services Department has a firm policy against all types of bullying. We strive to cultivate a culture of acceptance in which all campers have a safe, positive camp experience. Staff and campers work together, working to identify bullying incidents, encouraging open communication and addressing all bullying incidents immediately.

Disciplinary measures are as follows:

- ◆ 1st offense: Parent will be notified.
- ◆ 2nd offense: Child will be dismissed from the program

PARENT SUPPORT

As the adult, we serve as role models for the children in our program. If you have a concern, with any segment of the program, please address your concerns with the camp supervisor. The City of Wilton Manors Leisure Services Department has set forth a policy of zero tolerance regarding workplace violence, physical force, harassment, intimidation and abuse of power or authority. Should a situation occur within the program or due to inappropriate actions by parents, we reserve the right to remove the participant from the program.