

get fun.

IMPORTANT DATES TO REMEMBER:

Friday, May 3rd 7:00-11:00 pm
Kid's Night Out - *Avenge the Avengers*

IN-HOUSE PARENT ORIENTATION NIGHT:
Kidventures: May 16th 6:30-7:00 pm
Teen eXtreme: May 16th 7:15-7:45 pm

ONLINE PARENT ORIENTATION:
Available May 1st on the
City of Seminole Recreation Department
Facebook page.
<https://www.facebook.com/getseminole/>

CAMP T-SHIRT PICK-UP:
May 15th, May 16th, and May 17th
5:30pm-8:00pm

FINAL PAYMENT DUE
Friday, May 17th

Thursday, May 30th
First Day of Camp

Sunday, June 30th
14th Annual "Tri-if-you-Dare" Youth Triathlon

Tuesday, August 13th
Last Day of Camp

City of Seminole Recreation 2019 Summer Camp Parent Handbook



HOLLAND G. MANGUM RECREATION COMPLEX
9100 113th Street North, Seminole
(727) 391-8345

FEDERAL TAX ID NUMBER-For tax purposes, the City of Seminole's
Federal Tax Identification Number is 59-131-9441.



**CITY OF SEMINOLE
HOLLAND G. MANGUM
RECREATION COMPLEX**

Becky Gunter, CPRP, Recreation Director
Catherine Morris, Recreation Program Coordinator
Ariel Waldron, Recreation Leader II

RECREATION DIVISION'S MISSION STATEMENT

The City of Seminole Recreation Division is committed to providing diversified recreation opportunities for all of our citizens through caring staff and safe and attractively maintained park and recreation facilities.



CAMP DATES

Regular Camp Hours 7:00 am-6:00 pm

Pre-Camp	May 30 & 31	Week 6	July 8-July 12
Week 1	June 3-June 7	Week 7	July 15-July 19
Week 2	June 10-June 14	Week 8	July 22-July 26
Week 3	June 17-June 21	Week 9	July 29-August 2
Week 4	June 24-June 28	Week 10	August 5-August 9
Week 5	July 1-July 5	Post-Camp	August 12 & 13
<i>No Camp on July 4th</i>			



GRADE REQUIREMENTS

KIDVENTURES Completion of Kindergarten through 5th Grade
TEEN EXTREME Completion of 6th Grade through 9th Grade

CAMPER CODE OF CONDUCT

Our goal is to offer a safe and enriching experience for all camp participants. In order to do this, rules and regulations are essential to ensure the safety of each child so they may enjoy the experience of summer camp. Staff are instructed to take a stand against negative behavior of any camper in the program. Please remember **that your child's negative behavior affects the positive experience of all campers.** The following is our Camper Code of Conduct. Please review it with your child.

1. All campers must show courtesy and good manners to fellow campers, to the Counselors and other adults.
2. All campers must stay with their Counselors and be an active participant in their assigned activity areas.
3. **All campers must be respectful of City property and fellow campers' property.** Stealing will not be tolerated.
4. All campers must use appropriate language and gestures.
5. All campers must follow the Recreation Center rules.
6. All campers should participate in scheduled activities unless there is a medical reason.
7. If a camper maliciously hurts another camper, they will be suspended.
8. If a child hits, bites, or threatens a staff member, they will be removed from the program.
9. If a child threatens to "shoot or kill someone" or bring any type of weapon on City property, it will result in involvement of the Sheriff's Office.

**FAILURE TO OBEY THE ABOVE RULES WILL RESULT
IN PROGRESSIVE DISCIPLINARY ACTION**

We reserve the right to implement any of the following steps below that may be necessary based on the severity of the behavior problem. All disciplinary action is recorded. No refunds will be given if a child is suspended for any length of time.

- Verbal reprimands by the Camp Counselor.
- Time out (no longer than fifteen (15) minutes) from the activities and documentation of the behavior.
- Verbal reprimand by the Camp Coordinator with a note or phone call to parent or guardian and documentation of the behavior.
- Suspension from camp and/or field trips for a specified length of time (one (1) day, three (3) days, or one (1) week) depending on documentation of behavior. **NO REFUNDS WILL BE GIVEN.**
- **SUSPENSION FROM THE ENTIRE PROGRAM**-If your child is suspended from any camp program, he/she will not be allowed to be dropped off at Recreation Center for unsupervised care.
- Any behavior that is deemed malicious, violent, or results in property damage, and/or physical will result in immediate suspension from the camp program. It is also possible that the Sheriff's Office will be called. Intentionally injuring another child or staff member may result in assault charges being filed. The parent/guardian will be responsible for payment for any damaged and/or destroyed property or equipment.

LUNCHES AND SNACKS - Please send your child to camp with a healthy lunch and at least one snack each day. The campers will not have access to a refrigerator or microwave. Please put the child's name on all bags and lunch boxes. Sodas and energy drinks are prohibited at camp. If a child brings these items to camp, staff will replace them with water and return the confiscated drink to parent.



DROP OFF - Sign your child in at the sign-in desk each morning when you bring them to camp. The City of Seminole does not and will not assume responsibility for children before 7:00 am.

SIGN OUT - Bring your photo ID daily to sign your child out at the sign-out table when you pick them up from camp. Staff will have your child delivered to the sign-out table following photo ID verification. Only those listed on the child ID form can pick up children from camp. Campers must be picked up by 6:00 pm. For early pick-up, present photo ID to the Front Office.



LATE FEES – Campers picked up later than 6:00 pm will be charged a late fee of \$1.00 per minute per child.

MONEY - Please limit the amount of money you send to camp with your child. Staff is not responsible for missing money.

PERSONAL ITEMS - Children must leave their personal belongings at home. We are not responsible for lost or stolen personal items. Please make sure that lunch boxes, back packs, etc., brought to camp are marked

with your child's name. Hover boards will not be permitted.

BICYCLES - Bicycles and scooters must be parked in the bicycle rack and locked at all times. Bike racks are unsupervised and are in unlocked areas. We are not responsible for theft.

LOST AND FOUND - Camp will maintain a lost and found box near the sign-in table. Please label everything your child brings to camp with their full name. We are not responsible for the loss or damage of any personal items that your child may bring to camp. **AT THE END OF EACH WEEK, CERTAIN ITEMS WILL BE DISPOSED OF DUE TO SANITARY REASONS.**

SPECIALTY PROGRAMS - Campers enrolled in specialty programs will be escorted to and from their program.

SELF-RELEASE (TEEN eXtreme only) - Only Teens in the Teen eXtreme program with the parent waiver signed, may sign themselves in and out from camp. Teens must be signed in by 10:00 am or 20 minutes prior to any field trip and may sign out between 4:00 pm - 6:00 pm. Once teens sign out they MUST leave the property.



FIELD TRIPS - Campers will be going off the premises for field trips. Parents are kept informed of the location of these trips as well as departure and return times. The children will be traveling on school buses for these trips. These trips are supervised and the safety of your children is always the utmost importance to our staff. The cost of these trips is included in your weekly camp cost. The children may bring some "spending money" for souvenirs or a snack while on their field trips. **ALL CAMP CHILDREN IN ATTENDANCE ARE REQUIRED TO GO WITH THEIR ASSIGNED GROUPS AND WEAR CAMP SHIRTS.**



PERSONNEL - The City of Seminole thoroughly interviews each staff member before hiring. A level 2 National Background screening, affidavit of moral character and workplace drug screening are completed before staff can begin to work. Past work history and character references are also checked. The Counselors must be at least 18 years of age, and have completed pre-camp training.

EMERGENCY PROCEDURES - All office and camp staff are trained to handle various emergencies that may arise while your children are attending summer camp. Our staff has been trained by professionals in CPR, Basic First Aid and Basic Medical Attention. We are also in close proximity to the Fire Station and have our Community Police Officer to assist if additional resources are necessary. Your children's safety is our utmost concern.

AMBULANCE SERVICE - In the event of an emergency in which the emergency medical personnel deems it necessary that the child be taken to the nearest hospital, transport fees will be the responsibility of the parent/legal guardian.

PAYMENT SCHEDULE - Summer Camp fees must be paid in full by FRIDAY, MAY 17th in order to attend camp. **CANCELLATION OF A CAMP REGISTRATION WILL OCCUR IF PAYMENT HAS NOT BEEN RECEIVED BY THE DUE DATE.** All payments must be made in the Recreation Center office.

REFUND POLICY - There will be **NO REFUNDS** made for summer camp **AFTER MAY 17th**. Refund requests must be **MADE IN WRITING** and given to the Recreation Office on or before **MAY 17th, 2019.**

PARENT ORIENTATION - All information not covered in this handbook will be discussed during Parent Orientation. **Please refer to the back of this packet to find your child's Camp Orientation date.** Parents may opt to watch a digital Parent Orientation which will be made available on the City of Seminole Recreation Department Facebook page starting May 1st. Camp T-shirts, required for field trips, will not be distributed unless a guardian attends a Parent Orientation night or signs off that they have viewed the online Parent Orientation video.

MEDICATIONS - If your child takes a prescription medication daily, we must have your signature on a medication record form listing the medication he/she needs to take and whether it needs to be refrigerated. Anytime your child needs any medication, even over-the-counter drugs such as Children's Tylenol, a medication record form must be on file. The medication record form will ask for the following information:

1. Name of the medication
2. Times the child is to get the medication
3. Dosage amount for each time given
4. Staff permission to administer the medication
5. Signed and dated by parent or guardian



A Medication Log Book is kept in the Front Office. Medication forms are available from staff. Medications include any and all ointments, pills, sprays and lotions.

UNIQUE MEDICAL POLICY - The Recreation Center does not permit children to carry medication on their person, except for sunscreen and bug spray. However, we will accommodate a unique medical need for a child to carry certain medications, i.e., EPI pen. For a child to carry medication on his/her person, we will require a signed letter from their physician indicating the following:

1. The medication does not pose a serious health threat to other campers
2. The camper is trained in the appropriate use of the delivery device and is responsible in the device's use
3. It is necessary for the camper to carry the medication with them

HEAD LICE - Any child that is found with head lice or nits will be sent home immediately and will not be allowed to return to camp until their head is free of lice and/or nits. Also, please notify us if you find out your child has head lice. Please assist us with this problem by following these few simple guidelines:

1. Check your child's head daily.
2. The use of hair spray on your child's head helps reduce the spread of nits.
3. If your child brings combs or brushes to camp, please stress the importance of not sharing these personal items with other children.

SWIMMING - Campers may be swimming up to three (3) times a week during the camp in the Family Aquatic Center. Campers who have not passed the safety test will not be allowed in the pool without a safety vest provided by the Family Aquatic Center. Please remember to send your child with a swimsuit, sunscreen and towel on swim days. No inflatable flotation devices will be allowed in the pool. Swim goggles may be worn.



SWIM TEST - A water safety swim test will be required of all campers who would like to swim in the deep-water area (five and one-half feet deep) of the large pool as part of their camp's activities. Please notify us in advance if your child cannot swim. The basic pool safety swim test includes swimming from one end of the pool to the other. Those deemed "non-swimmer" will be identified and parents will be notified at pick-up.

SUNSCREEN AND BUG SPRAY - Due to the frequency of outdoor activities, we recommend that you apply waterproof sunscreen (30 SPF or higher) on your child each day

DRESS CODE - Children get dirty at camp, so please dress your child accordingly. Send your child to camp in comfortable clothes appropriate for the weather and for camp activities. **BACKLESS SANDALS, FLIP FLOPS, WHEELIES, OR JELLIES WILL NOT BE ALLOWED FOR REGULAR CAMP DAY ACTIVITIES.** Please note that some children, particularly those younger, may get their clothing soiled. Please take this into consideration when choosing your child's clothing for camp. The registration fee includes one (1) t-shirt per child for the summer. Extra camp t-shirts will be available for purchase until supply is gone. **Campers MUST WEAR their camp t-shirts on field trip days.**



COMMUNICATION TO AND FROM PARENT - Youths will be permitted to contact parents/guardians from the Recreation Center main office. Please make sure your e-mail address is updated in the Recreation Center's system. For any and all input, please contact Catherine Morris, Program Coordinator or Becky Gunter, Recreation Director at 727.391.8345.

PARENTS MUST CONTACT THE RECREATION CENTER WHEN:

1. Information on your Child ID form has changed.
2. Someone other than those listed on your Child ID form will be picking up your child. **THIS MUST BE DONE IN PERSON AND CANNOT BE DONE OVER THE TELEPHONE.**
3. An incident or change occurs in your child's life that alters his/her attitude or behavior or causes emotional upset, i.e., divorce, loss of a pet, death in the family, etc.
4. Your child has a contagious disease, i.e., head lice, chicken pox, strep throat, etc.

PARENTS WILL BE CONTACTED IMMEDIATELY WHEN:

1. Child has received an injury that could require immediate medical attention or exhibits a medical condition that could be contagious or threatening to others in the program. Your child must be picked up within one (1) hour for the following circumstances, i.e.: unidentified rash, systems of strep, chicken pox, pink eye, impetigo, head lice or nits in hair, temperature of 101° or higher, episodes of vomiting or diarrhea, constant runny nose, persistent cough or any other signs of infection.
2. Child demonstrates violent or extreme disruptive behavior.
3. There is an emergency at the Recreation Center that may require the children to be picked up before their scheduled time.

PARENTS WILL BE INFORMED AT PICK UP TIME WHEN:

1. Child receives a minor injury that does not require the service of a professional in the medical field but received staff attention or minor first aid.
2. Child complains of a non-emergency condition or symptom.
3. Child exhibits unusual behavior.

PARENT CONFERENCES WILL BE NECESSARY WHEN:

1. Child exhibits a pattern of disruptive behavior which interferes with the quality of the program or the management of other children.
2. Child shows unusual patterns of behavior or participation that are observed by the staff.