

City of DeBary Parks and Recreation Department
SUMMER CAMP 2016
Parents Packet



Camp Information

Jason Schaitz, Recreation Coordinator and Camp Director

Email: jschaitz@debary.org

Phone: (386) 668-2040 x 322

Fax: (386) 668-3523

Camp Cell: (386) 561-7912

Office: City Hall (16 Colomba Road, DeBary, FL 32713)

Program location: Florence K. Little Town Hall (12 Colomba Road, DeBary, FL 32713)

General Camp Rules

We want to provide your child with a positive, well-supervised and safe program. The program will include planned activities daily, both inside and outside. We encourage all children to participate in all camp activities. Activities will include games, sports, contests, arts and crafts, and field day events.

1. **Camp Rules:** All rules of conduct must be obeyed and will be enforced. All campers are required to follow directions and listen to counselors to ensure safety during all activities.
2. **Discipline Policy:** Campers who misbehave will be placed in time outs based on a progressive tier system (see next page). If a camper is put in multiple time-outs throughout the summer, it may lead to denial of a field trip or suspension. If a child is suspended no refunds will be permitted.
3. **Major Offenses:** Fighting, bullying, stealing, foul language or destruction of property or any form of disruptive behavior will result in immediate suspension from program without refund of fees paid. Children must be respectful of others.
4. **Camp Attire:** No open-toe shoes or sandals allowed - please wear tennis shoes (flip flops allowed during water related events). Clothing must be appropriate - no halter or cropped tops, short skirts or short-shorts, 2 piece swim suits, etc. Children will be sent home for failure to adhere to the dress code without refund of fees paid.
5. **Bullying:** Bullying of any kind will not be tolerated. If a child is accused of bullying by one or more campers the parents will be notified immediately after a written report is submitted. If the behavior is not corrected he/she will be suspended from the program at the discretion of the Recreation Coordinator.
7. **Electronics:** Children are not permitted to use personal cell phones during summer camp hours. All personal belongings that include but are not limited to the following items MUST be left at home: electronics, books, toys, jewelry, silly bandz, etc.

Registration and Refund Procedures

REGISTRATION: ALL registrations are paid in advance and taken first come first serve for each week of camp. Each week is registered separately! Registering for one week does not guarantee you a spot for another week until it is paid and space is available. Space is very limited. Once a week of camp fills, participants will be placed on a waitlist. If space becomes available we will contact you at that time. Registration goes until 4:00pm the Friday before the week of camp, or until full. Generally, each week will fill well before summer camp starts.

REFUNDS AND TRANSFERS: Advanced notification of one week before the week you are registered is required for all refunds or transfers to another week. All other refunds and transfers will be handled on a case by case basis and must be approved by the Parks and Recreation Director. Transfers will only be allowed if space is available in the week you want to transfer. For refunds, participants have the option to credit their account, put the refund back on the credit card used for registration, or request a check. All checks requested will be charged a \$10 service fee.

Discipline Procedures

The City of DeBary has implanted a tier system of progressive time outs and loss of free time for disciplinary issues. Once a child enters a tier, the incident will be documented and the parent will be notified upon pick up from camp the day the incident occurred. If you do not always pick up your child, it is the responsibility of the person who picks up to pass this information on to you. In the case of a major incident or injury, parents will be called immediately.

If a child is involved in a major incident they may automatically be placed in a later tier at the discretion of the Recreation Coordinator. Major incidents include, but are not limited to, fighting, stealing, bullying, foul language, destruction of property, or any form of excessive disruptive behavior. If a child is denied the opportunity to go on a field trip due to disciplinary problems, or suspended from camp, no refunds will be issued. In such occurrence, parents will have to find alternative options for childcare that day as the group will be off site.

Tier 1 – White

- After verbal warnings, the camper continued to misbehave and received a 15-30 minute time out.

Tier 2 – Yellow

- After more verbal warnings, the camper continued to misbehave and received a 1 hour time out.
- Camper loses free time at the end of that day (or following day if camper leaves early).
- Camper must complete a behavior assessment sheet.

Tier 3 – Orange

- The camper continued to misbehave and must sit out for the remainder of the day.
- Camper loses free time for the remainder of the week.
- Camper may not be able to attend any remaining field trips that week. It will be up to the Recreation Coordinator, depending on the severity of the situation.
- Parent meeting must be set up with the Recreation Coordinator.

Tier 4 – Red

- Camper continues to misbehave and is suspended from camp. Length of the suspension will be determined by the Recreation Coordinator depending on the severity of the situation.

General Guidelines

1. **Camp Times:** There is no supervision before 7:30am. Please DO NOT bring your child before 7:30am! The program ends at 5:30pm. There will be a \$10 charge per child for every 15 minutes the child is not picked up after 5:30pm. Chronic late pick up may result in suspension from program. Authorities will be called for late pick up reaching one (1) hour.
2. **Lunch:** Children must bring a bag lunch each day, including drinks and two (2) snacks unless otherwise noted. Staff is not permitted to leave and will not be able to purchase lunch for your child. There will not be access to the refrigerator or microwave. The City of DeBary Summer Camp will take daily walks to Power Park or Community Park on non-field trip days from 10:00am – 12:00pm, weather permitting. We do recommend parents provide their child with sunscreen and bug spray for these days. Always bring a water bottle!
3. **Sign Out:** Parents are required to sign their child(ren) in/out daily. **ID IS REQUIRED FOR SIGN OUT!**
 - a. Anyone authorized to pick up your child MUST be on the pick-up list. Written verification must be submitted to add a person to the pick-up list if the parent is not able to come in to camp to do so.
4. **Personal Belongings:** Children will be responsible for their personal belongings. The City of DeBary is not responsible for lost or stolen items. Children are not allowed to bring toys, games, electronics, jewelry, books, etc.
5. **Lost and Found:** Items left at camp will be kept in the camp lost and found for a limited amount of time. Each Friday, staff will go through the lost and found. Items that are not picked up that week are subject to get thrown out the next week. This includes any type of arts and craft project made at camp. The City is not responsible for any lost items; it is the parent's responsibility to claim their lost items.
6. **Registration Process:** Registrants are only guaranteed spots that have been paid for in advance. Registration ends at 4:00pm on the Friday before the week of camp you are registering for, or until its full. Generally, all weeks will fill well before summer camp starts.
7. **Refund Policy:** Advanced notification of one week is required for refunds. All other refunds will be handled on a case by case basis and must be approved by the Parks and Recreation Director. Participants have the option to credit their account, put the refund back on the credit card used for registration, or request a check. All checks requested will be charged a \$10 service fee.
8. **Transfer of Weeks:** Transfer of weeks is allowed, but subject to approval by Parks and Recreation Department.
9. **Returned Checks:** There will be a \$30 service charge on all returned checks. If you have returned check you will be required to pay with cash or money order for the remainder of the camp.
10. There will be **NO CAMP** or registration held on Monday, July 4, 2016.

11. **Sunscreen and Bug Spray:** It is strongly recommended to put sunscreen on your child each morning and bring the sunscreen for re-application. We also recommend bringing bug spray to use during outdoor activities and field trips. Counselors cannot apply anything to the children.

Field Trips

1. Field trips are a part of the summer program, if you do not want your child to attend a particular field trip you will need to make other arrangements for child care that day. All staff will be attending field trips. You will not be refunded for field trips your child does not attend.
2. If you miss the bus for any reason you will have to find other child care arrangements. There are no refunds for missed field trips.
3. Only staff and registered children are permitted on the bus.
4. Please remember to apply sunscreen on your child each morning.
5. Children must be responsible for their personal belongings.
6. Children going on swim trips must wear clothing over their swim suits, bring a towel and sunscreen.
7. It is **STRONGLY** recommended that campers arrive at least 30 MINUTES PRIOR to departure time for ALL field trips to assist counselors with accurate tracking of those attending.
8. All field trips are preplanned and listed on the schedule each week. It is the parent's responsibility to review the field trip information and make sure your child is prepared.
9. Program T-Shirts are required for all field trips. IF AVAILABLE, additional shirts may be purchased for \$10.00 a shirt at the program site. If a camper does not have a City of DeBary issued summer camp shirt, he/she cannot attend the field trip. The child will receive their shirt on the first day they attend camp.
10. **DO NOT** drop off or pick up children at the field trip sites in order to ensure the safety and proper tracking of all campers!
11. Admission for campers is paid in full by the City of DeBary. Additional costs, unless otherwise indicated are the responsibility of the parents including lunch, snacks and games. Costs will vary based on the field trip location. The estimated cost for trips that require extra money will be between \$8 and \$15 per child for lunch, arcade tokens, snacks, etc.
12. **Stops to gift shops or concession stands on trips will NOT be allowed unless it is stated in the field trip hand out. Any extra money, other than required for lunch or snacks, will not be permitted on field trips.**

Field Trips and Week Themes

(Dates and Times are Subject to Change)

Week 1: Sports Extravaganza Week

June 13th - June 17th

Bowling/Roller Skating, and the Mascot Games

Week 2: Wild Adventure Week

June 20th - June 24th

Coco Key Water Park and Family Fun Town

Week 3: Super Safari Week

June 27nd - July 1st

Skeleton Museum/Ripley's Believe it or Not and Sanford Zoo

Week 4: Party in the USA Week (NO CAMP 7/4)

July 5th - July 8th

Daytona Lagoon and Ice Skating

Week 5: Under the Sea Week

July 11th - July 15th

Seaworld and Sealife Aquarium

Week 6: Wacky Water Week

July 18th - July 22nd

Wet N Wild and the DeLand Pool

Week 7: Rock Stars Week

July 25th - July 29th

Dave and Busters and a Movie

Week 8: Imagination Week

August 1st - August 5th

Crayola Experience and the Science Center

CAMP CHECK LIST

Parents please make sure your child has all the items on this list every day at camp. Also, please make sure they do not have the items on the "Do Not Bring" list.

CAMPERS NEED TO BRING OR WEAR

- Lunch with drinks and two snacks
- Water Bottle
- Swimsuit and towel
- Sunscreen
- Closed toed shoes with laces
- Athletic shorts and shirt (cotton, nylon, dry fit, light khaki shorts, etc.)
- A hat, if needed
- A bag or backpack for storage
- Camp shirt on field trip days
- Extra money on field trips only if required
- Bug spray, if needed on a field trip

CAMPERS SHOULD NOT BRING OR WEAR

- Electronics of any kind
- Jewelry
- Money on non-field trip days or money on field trips where it is not necessary
- Toys or any electronics
- Pants/Jeans (Indoor field trips may be an exception)
- Open toed shoes, dress shoes, or sandals (water trips are the exception)

DONATIONS WE NEED FOR CAMP ACTIVITIES

1. Newspaper or magazines
2. Cardboard and cardboard boxes
3. Poster Board
4. Any Arts and Crafts Supplies
5. Paper towel or toilet paper tubes

**If there is anything else you would like to donate and it is not on this list,
please ask the Recreation Coordinator.**

THANK YOU FOR YOUR HELP!