

# Village of Palmetto Bay Parks & Recreation Department



## SUMMER CAMP



## Parent/Guardian Survival Guide



## WHERE CAN I FIND INFORMATION ON . . .

<b>Welcome Letter</b> . . . . .	<b>2</b>
<b>Introduction</b> . . . . .	<b>3</b>
<b>Welcome Staff</b>	
<b>Movie Viewing</b>	
<b>Refund Policy</b>	
<b>General Information</b> . . . . .	<b>4-5</b>
<b>Lunch &amp; Snack</b>	
<b>First Aid</b>	
<b>Sunscreen</b>	
<b>Dress Code</b>	
<b>Personal Belongings</b>	
<b>Behavior</b>	
<b>Discipline</b>	
<b>Check-In and Sign-out</b> . . . . .	<b>6</b>
<b>Parking</b>	
<b>Summer Camp</b> . . . . .	<b>7-8</b>
<b>Goal</b>	
<b>Dates/Times</b>	
<b>Locations</b>	
<b>Field Trips</b>	
<b>Conclusion</b> . . . . .	<b>8</b>
<b>Contact phone numbers</b>	



## WELCOME TO THE VILLAGE OF PALMETTO BAY SUMMER CAMP PROGRAM

Dear Parents/Guardians,

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

The parent/guardian survival guide 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. Please keep in mind that your campers 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 operate. 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 at (305)259-1234 or e-mail at [fcarmona@palmettobay-fl.gov](mailto:fcarmona@palmettobay-fl.gov).

Thank you for your support, confidence and cooperation. Come spend your summer in the “Village of Parks”!

Sincerely,

***Fanny Carmona, CPRP***  
Parks & Recreation Director  
[fcarmona@palmettobay-fl.gov](mailto:fcarmona@palmettobay-fl.gov)  
305-259-1234

## **INTRODUCTION**

### **WELCOME**

We are part of a team with the most significant responsibility- to protect the well being of the children entrusted to our care. The Village of Palmetto Bay Parks & Recreation Department offers a wide variety of activities to meet the needs of our patrons. The information in this Parent Survival Guide is for the programs that are programmed and staffed by the Village of Palmetto Bay Parks and Recreation Department.

The Village of Palmetto Bay Parks and Recreation Department provides a school-age Summer Camp to its residents and the surrounding community. The Summer Camp will provide quality childcare services to its patrons with well trained staff, thematic activities, and a safe and clean environment.

All camps are programmed based on the grade level of the campers. Activities will vary based on grade levels, but may include weekly arts-n-crafts, field trips, swimming, team building activities, movies, community service, educational enrichment, and more. All campers will be given a camp T-shirt included in the camper registration fee. Additional shirts may be purchased upon request for \$10.

### **STAFF**

Minimum requirements for all general staff include a high school diploma, and past experience in summer camp settings or related field. Program coordinators will have a minimum of an AA degree, or in college pursuing a degree. The Site supervisor will have a minimum of a Bachelor's degree and two years' experience in working with summer camps, school or related settings. All staff will have passed an FDLE background screening and drug test. Each staff member will also complete a Counselor Training session and has a sincere love for children.

### **MOVIES**

Movies rated "G" & "PG" will be shown to campers. While we will make every effort to pick movies suitable for all our camper's ages, the movies rated "PG" (Parental Guidance) will require a permission slip. The Palmetto Bay staff is not authorized to make this parental choice.

### **REFUND POLICY**

There will be a \$25 cancellation administrative fee. All refunds must be requested and received in writing with a minimum of five working days before the commencement of camp session. For example: If camper is registered for the week of June 12<sup>th</sup>, 2017, a refund request will be accepted no later than Monday, June 5<sup>th</sup>, 2017.

## **GENERAL INFORMATION**

### **LUNCH & SNACK**

Lunch is **not** provided for campers. Bag lunch is recommended with items that do not need refrigeration, or special preparation and packed in an insulated bag.

**Refrigerators and microwaves are not available!**

### **FIRST AID**

Due to the unknown allergies of children, Palmetto Bay carries a limited variety of first aid supplies. The Village of Palmetto Bay Parks & Recreation Department and Summer Camp Staff will NOT administer medication, prescribed or otherwise, to any participant registered in our program, 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. The Village of Palmetto Bay staff will only flush out an injury with water, apply ice, and Band-Aids, and call the parent for further instructions. If the child’s injury warrants additional medical attention, Fire Rescue and parents will be called immediately.

### **SUNSCREEN**

Since campers are in the sun frequently, we strongly advise that each camper wear sunscreen. Please apply sunscreen prior to bringing camper to the program. If additional applications are necessary, please provide the sunscreen and written instructions; alerting the camper’s Counselor to the need for additional applications of sunscreen. Unfortunately, we are unable to provide sunscreen.

### **CAMPER’S DRESS CODE – “PLAY CLOTHES & CLOSED SHOES”**

Children shall dress in a manner appropriate for the hot Florida summer days. Children are encouraged to wear recreational or casual attire of length, condition, and fit which maintains comfort while participating in sports and other active programs. Please check the camp calendar for any specific clothing requirements for the upcoming week (i.e. ice-skating, swimming, etc....). Please remember that your child is in camp to have fun, learn, and play – do not send him/her in any clothing that can not get dirty. **Flip-flops, sandals, and open toed shoes are not permitted.** If a child has only flip flops, the counselor will call the parents to inform them that they must bring another pair of shoes to camp or the child will have to sit out of the scheduled activities. If a camper will be swimming that day, sandals may be worn during the swimming activity but for safety reasons, campers must change back into closed shoes or sneakers for the remainder the day. Also, on swim day remember to send your camper with sunscreen, towel, bathing suit and a change of clothing. No offensive clothing may be worn (i.e. offensive language, racial or sexual slurs, advertising alcohol or drugs).

## **PERSONAL BELONGINGS**

Please label any items that your child brings to camp with a permanent marker (i.e. lunch, backpack, towel, lotion, clothes, etc.) The Village of Palmetto Bay is not responsible for lost/stolen items and does not allow campers to bring toys to camp. **Toys will be taken by the Camp Supervisor** and given to the parent at Sign-Out time. A good rule of thumb is to not allow your child to bring anything to camp that would upset your child if it was lost. However, we will keep a LOST & FOUND box inside for items we find. Once summer camp has ended, all unclaimed items in the lost & found will be donated.

## **BEHAVIOR**

Best behavior is expected from both campers and staff. The Village of Palmetto Bay strives to provide an atmosphere that is conducive to safe and appropriate behavior while attending Summer Camp. Appropriate behavior is the joint responsibility of the child, parent, and camp staff. Please make sure you go over the following with your child before camp begins:

- We communicate with each other and do not hit each other;
- We do not use bad language or tease others;
- We clean up after ourselves and do not throw trash on the floor;
- We take turns;
- We do not yell;
- We respect and listen to our fellow campers and Camp Counselors;
- We put things back where we found them;
- We do not throw things that could hurt someone;
- We keep each other's safety in mind at all times; and
- We treat others, as we would like to be treated – with kindness, courtesy and respect.

## **DISCIPLINE**

If there is a disciplinary problem, the Counselor will separate the child from the group, listen to his/her side of the story, and talk to the others involved. Disciplinary action will be a 5 minute "time-out". In the case of a severe incident the child will be brought to the Camp Supervisor, a 'Disciplinary Form' will be completed and the parent will be called. The Disciplinary Form will be presented to the parent during sign out. The parent is to review and sign off on the discipline form. Three written reprimands will result in a 2 day suspension from camp. Under no circumstances is a child permitted to hit another child. If another child hits your child, your son/daughter should tell the Counselor immediately. At the Village of Palmetto Bay, reacting violently is never the correct behavior.

## CHECK IN & SIGN OUT

### CHECK-IN

Parent/Legal Guardian must check in campers enrolled in summer camp every morning with staff at camp site. Campers not accompanied by a parent/legal guardian will not be checked in. **Parents are not to drop off children in the parking lot and leave without signing in.** Once a camper is checked in, he/she will join the camp in camp wide games until morning announcements. During check-in parents/legal guardian may update emergency contact information to the Village's contact card or special instructions. Medications and sunscreen with instructions or notes for Counselors may be given to the Camp staff during check-in.

### PARKING

Parking is permitted in appropriate and marked parking spaces only. Please do not park on curb-side. The Police Department will be issuing tickets to vehicles parked illegally. Please do not leave valuables inside your vehicle!

***FOR THE SAFETY OF YOUR CHILD, THERE IS NO CURB-SIDE CHECK IN OR CHECK OUT, ALL CAMPERS MUST BE CHECKED IN AND CHECKED OUT WITH CAMP STAFF ON SITE!***

Campers are not allowed to be left at the Camp Site before 8:00am as there will not be an adult to supervise them until 8:00am. Sign-out is from 5:00pm – 6:00pm. When registering for camp, parents are to provide a list of persons authorized to pick up their child. **ONLY PERSONS ON THE LIST AND WITH PROPER IDENTIFICATION ARE PERMITTED TO PICK UP THE CHILD – NO EXCEPTIONS WILL BE MADE. PLEASE BE PREPARED TO SHOW IDENTIFICATION EACH TIME YOU WISH TO SIGN-OUT YOUR CHILD.**

If parents want to place additional people on the Authorization Sheet-it is required that the parent make the change in person with the Camp Counselor

**Please be patient at Sign-Out time,  
the Counselors must enforce this policy for  
your child's safety.**

The Late Pick-up policy is as follows: Children not picked-up by 6:00pm will be charged \$10.00 for each 15 minutes or any part thereof after 6:00pm. There is no grace period. Fees must be paid within 48 hours to the site supervisor.

## **SUMMER CAMP**

The main goal of Summer Camp is to provide an activity filled day, while promoting friendship, instilling values and ethics, and celebrating summer. Campers enrolled in Summer Camp will be separated into groups based on grade level. The Village of Palmetto Bay takes pride in maintaining a ratio of 15:1. Campers' activities will vary based on needs of each individual group and counselor. Some examples of group activities are: arts & crafts, volleyball, basketball, box ball, kick-ball, flag-football, soccer, Frisbee, softball, sack races, swimming, story time, movies, scavenger hunts, field trips, talent shows ... and more!

### **Camp Dates/Times:**

Camp consists of 8 one-week sessions, beginning Monday, June 12, 2017 and ending Friday, August 4, 2017. Camp hours are Monday thru Friday, 8:00 a.m.—6:00 p. m. Late pick-up will be a daily charge of \$10 every fifteen minutes (or part thereof) beginning at 6:00pm. Tennis Camp consists of a 10 week sessions, beginning June 12, 2017 and ending on August 18, 2017.

### **Field Trips:**

Each week campers at Palmetto Bay Summer Camp will attend one field trip. Most field trips will depart at 9:30am and return no later than 4:00pm. Campers are required to wear their camp shirt on field trip days. If a camper arrives to camp without his/her camp shirt, parents/legal guardian must purchase a shirt during check-in. Tennis Camp stays on site at Coral Reef Park, they do not participate on field trips.

### **Swim Days:**

Each week campers at Palmetto Bay Summer Camp will be provided with one (1) swim day per week. Campers will go swimming at Cutler Bay Pool located at 10100 SW 200 Street Miami, Fl. During inclement weather, campers will stay at the Camp Site. Please note that Kindergarten and First graders will not attend Cutler Bay Pool for swim days, they will have water day at camp. Tennis Camp stays on site at Coral Reef Park, they do not participate on field trips.

### **Water Days:**

Occasionally a water day will be held at the Camp Site. Examples of such an event are water slides, water t-ball games and wacky water games. Notices will be sent home with campers reminding them to bring bathing suits, sunscreen, towel and water bottle.

## **Summer Programs for 2017**

### **Palmetto Bay Summer Camp**

Camp is open to all campers, ages 5 to 12 years old. This camp will be based at Coral Reef Elementary School and Coral Reef Park. Planned programming will include arts & crafts, swimming, outdoor sports (volleyball, basketball, flag football, soccer) and activities, indoor games and movies and weekly field trips. Camp fee includes a camp T-shirt, their weekly swim trip and field trip, and also a daily snack.

**Coral Reef Tennis Summer Camp**

Camp is open to all campers, ages 5 to 17 years old. This camp will be based at Coral Reef Park located at 7895 SW 152 street in Palmetto Bay, Florida.

June 12 – August 18, 2017

Monday-Friday

Ages 5-17 years old

Half Day 9:00am to 12 noon \$115/wk

Full Day 9:00am to 3pm \$175/wk

Extended Day 9:00am to 6pm \$225/wk

**SCHEDULE OF DAILY PROGRAMMED ACTIVITIES FOR TENNIS CAMP**

9:00 to 9:15am: Drop Off

9:15am to 12 Noon: Stretching, Warm-Up, Drills, Skills Instruction, Indoor Games & Activities (groups will rotate for 1:15 sessions with pros)

12 noon to 1pm: LUNCH (not provided by camp)

1:00 to 3:00pm: Tennis Activities, Match Play & Games

3:00 to 5:00pm: Indoor Games & Activities

5:00 to 6:00pm: Dismissal & Pick –up

**Conclusion**

This summer’s activities have been carefully planned with your child in mind. We want your child to have a safe, happy, and positive experience at the Village of Palmetto Bay. If you have any concerns, complaints, questions, or compliments, please let us know.

***Fanny Carmona***

Parks & Recreation Director

[fcarmona@palmettobay-fl.gov](mailto:fcarmona@palmettobay-fl.gov)

305-720-7584 (cell)

305-259-1234 (office)

**Spend your summer in the “Village of Parks”!**