



1845 John Rivers (34th) Street
Sarasota, FL 34234
(941) 954-4182
www.rltaylor.com

Summer Camp 2019
Program Handbook



Dear Parents/Guardians:

Welcome to Summer Camp at RL Taylor Community Complex (RLTCC)! We are excited to begin our eighth summer of programming for summer break. We are pleased to announce new and returning partners this summer to provide even more opportunities for your child to learn, grow and explore!

- Mote Marine for a two-week partnership to discover fun, and educational activities relating to marine science.
- YMCA to provide swim lessons for all campers.
- The Association of Florida Teaching Artists (AFTA) to bring exciting art and dance with a literacy component to your campers.
- The Suncoast Campaign for Grade-Level Reading.
- Sarasota Memorial Hospital to educate campers about food portions, healthy habits and physical activity.

As always, it is our goal to provide an environment where all campers and staff feel respected, safe and secure. This Handbook was designed for you, as family of a camper in Summer Camp at RLTCC. It includes information about our program, our expectations and important policies and procedures. It is intended as your guide to a GREAT summer! We are thrilled to have your camper join us!

We appreciate your participation in our program and welcome your comments and suggestions. Should you have any questions please do not hesitate to contact us.

Sincerely,

Rick Brenna
Supervisor, RLTCC

Sincerely,

Heather Matteson
Rec. Leader, RLTCC

STAFF & SUPERVISORS

Name	Title	Phone
Rick Brenna	Supervisor, RLTC	941-954-4182
Heather Matteson	Rec. Leader, RLTC	941-954-4182

All Robert L. Taylor Community Complex staff and volunteers, including those who assist with youth camps, are fingerprinted and background checked for all offenses including those of a sexual nature.

PARENT ORIENTATION & CAMP OPEN HOUSE

The Parent Orientation & Camp Open House is when you will complete any remaining paperwork, receive your camper's T-shirt, and learn about our policies and procedures. Please plan to attend **one** of the following parent orientations. If your camper is returning from the summer of 2018 you may attend one of the returning parent orientations.

New Parent Orientation

Thursday, May 30th 5:30pm-6:30pm

Returning Parent Orientation

Wednesday, May 29th 5:30-6pm

Teen Parent orientation

will follow the returning parent orientation Wednesday May 29th from 6pm-6:30pm for those parents who have a camper in both youth and teen camp.

If you are unable to attend the orientation dates below. Please call 941-954-4182 to make an orientation appointment prior to May 17th. Campers can not begin Summer Camp until a parent or guardian attends orientation. Individual orientation will not be available after May 17th.

REGISTRATION PACKET CHECK LIST

- ___ Summer Camp Registration Forms (*p. 1 registration packet*)
- ___ Emergency Contact and Approved Pick Up List (*p. 2 registration packet*)
- ___ Health Forms (*p. 3 and 4 registration packet*)
- ___ Participant Waiver and General Release Form (*p. 5 registration packet*)
- ___ Consent to Use of Photograph (*p. 6 registration packet*) *Optional*
- ___ Camp Behavior Contract (*p. 7 registration packet*)
- ___ Acknowledgement for Parents (*p. 8 registration packet*)
- ___ Literacy Partners Form (*p. 9 registration packet*)
- ___ Remind App Form – optional (*p. 10 registration packet*)
- ___ Payment for each camper for at least the first 1 week of camp

First Day of Camp

- Each week of camp is a new session, requiring new group assignments based on the ages of those registered. Please note that your camper may be in different groups in different sessions. To maintain safe camper to counselor ratios, group assignment requests may not be honored.
- Remember to pack all of the items your camper will need for the day. This includes comfortable and appropriate clothes, sneakers/socks, sunscreen we suggest the spray type (applied at home and sent for child to reapply throughout the day), and swim suit and towel on swim/water days. Please review your weekly calendars for special items for your camper.

Summer Camp Program Details

Child Eligibility

Summer Camp is open to all children ages 6-12. If a child is entering 1st Grade for the 2019-2020 academic year, they may be admitted at age 5.

Program Fees

Camp fees are \$50.00 per week including tax.

Holidays

Summer Camp operates Monday through Friday from June 3rd through August 9th. Camp is **closed** on Thursday, July 4th.

Sign-In /Sign Out Times and Policies

- Camp begins at 8:45am and ends at 4:00pm. Children may be signed in as early as 7:30am and signed out as late as 5:30pm. **All campers must be signed in by 9:00am each morning. Campers arriving after 9am will be sent back with parent.**
- Continual early drop-off and/or late pick-up without prior arrangements will result in dismissal from camp (without refund).
- Children will only be released to authorized persons listed on the registration form submitted by the parent or legal guardian. Any changes to this list may be conveyed to staff in writing at any time.
- Parents or other authorized persons are required to enter the building to sign campers in and out. For the safety of your children, photo ID is required for all authorized persons to be properly identified. We will not release children to any person without authorization and proper identification.

- For the safety of your children, we will not release a child to walk outside to meet someone to pick them up. Children must be picked up inside the complex and signed out by someone on the approved pick-up list.
- Parents or guardians that are physically unable to come inside the building to sign in/out their camper due to a documented disability may call the front desk of the complex and a staff member will assist. 941-954-4182.
- Children are encouraged to stay for all scheduled activities. Most activities are scheduled between 9:00am and 4:00pm.

Lunches and Snacks

- Breakfast and Lunch are provided during Summer Camp for free as a result of a partnership with Sarasota County School Board. Breakfast and lunch may also be brought from home.
- Two snacks are provided during summer for free as a result of a partnership with All Faith's Food Bank. We stop for snacks in the morning and afternoon. Snack may also be brought from home or purchases at RLTC's concession stand.
- Please note that there is no refrigeration or microwave available.
- Please do not pack energy drinks or soda for your camper they will not be permitted to drink them during camp.
- Campers will have access to the RLTC concession stand during snack breaks. Campers are responsible for their own money while at camp.
- Label your child's lunch bag or cooler with their name.

Camper Personal Property

- All camper personal property should be labeled with their name.
- Please leave all valuables at home, as RLTC staff is not responsible for any lost or stolen items.
- Children **are not permitted** to use items such as personal gaming and music devices, **cell phones**, tablets, toys or other valuables during camp. Please leave these items at home. Campers may use the RLTC phone in case of emergency. Any devices being used will be confiscated and held in the RLTC office until camper pick up.
- Camper personal items (sunscreen, change of clothes, extra snacks and drinks, etc.) should be brought in a closeable bag like a backpack. These

will be kept in a designated area inside the building or carried with the camper throughout the day. RLTC Summer Camp drawstring backpacks can be purchased at the front desk for \$5.00 while supplies last.

Open Swim

- Our campers will be utilizing the pool on campus at RLTC every Tuesday, Wednesday and Thursday. Additionally, some camp trips and special events will involve water play.
- We encourage all campers to participate in swim lessons. If campers choose not to participate in swim lessons free swim may be suspended.
- Parents/guardian **MUST** supply each camper with an appropriate swimsuit (“street” clothes or athletic clothes like basketball shorts or spandex are not appropriate for swimming; if your child does not have a true swimsuit/bathing suit, s/he will not be allowed in the pool).
- Every camper must bring his or her own towel, sunscreen and dry clothes. Sandals/water shoes can be worn during open swim.
- We suggest the spray sunscreen for easy application. Camp staff is **not** permitted to apply non-spray sunscreen to campers.
- Please label your child’s belongings including swimsuit, towel and sunscreen bottle with permanent marker.
- Swimsuits can be worn to camp but should be changed out of after open swim time. Please ensure to pack extra clothes to change into.
- Safety is the most important factor surrounding any activity at camp. Certified lifeguards will be present and swim testing will take place during the first free swim to determine each camper’s swimming ability.

Field Trips

- One off-campus trip is scheduled for each session during camp.
- Regular field trip admission costs are included in weekly registration fees.
- A box lunch will be provided for field trips or campers may pack a lunch.
- Notice will be sent home before each trip regarding location, date and any special items your camper should bring. Please note: trip activities are subject to change.
- All campers must wear Summer Camp T-shirts on all field trips. Additional camp t-shirts may be purchased for \$5 while supplies last.

Dress Code and Sun Protection

- Keep in mind that active play and “messy” craft projects are often a part of camp activities.
- Campers must wear their camp T-shirts on all field trip days.
- Children should come to Summer Camp dressed appropriately for outdoor play and sports-related activities.
- Sun screen should be applied before arriving to camp and sent with the camper to be reapplied throughout the day.
- Athletic shoes must be worn with socks every day. Flip flops or sandals may be brought to wear during water/swim time.

- The RLTC dress code applies.

Communication

- Staff will make parents aware of any concerns, commendable behavior, or accidents when they arise.
- All campers have access to a phone at the Front Desk.
- In case of emergency, parents may contact RL Taylor Community Complex at (941) 954-4182 and your camper's counselor will be contacted by cell phone.

Responsibilities of Children

- Display good sportsmanship at all times
- Try to keep a positive attitude at all times
- Try an activity before saying "I can't" or "I don't want to"
- Take care of personal belongings
- Help with clean-up of materials and equipment
- Use all equipment in a proper manner
- Be quiet and listen while instructions are being given
- Treat all people and animals with respect, sharing all toys and equipment
- Wear proper clothing at all times

Disciplinary Action

Disciplinary Action Will Result if...

- Any child, staff member or guest is not treated with respect
- There is defacing, abuse, vandalism, tampering, or stealing of any property of the facility or other campers. This includes the building, all equipment, outdoor environment and wildlife. Parents/guardians will be financially responsible for damages caused by your child.
- There is use of profanity, foul or abusive language or body gestures towards any person
- There is fighting, hitting, or punching of any person
- A rock, stick, mulch or any other dangerous object is thrown
- Refusal to follow policies and posted rules
- There is excessive talking, disruption or not paying attention

Disciplinary Action Escalating List

1. The child will be re-directed to another area
2. The child will lose time in an activity

3. The situation will be documented on an incident report and verbally discussed with the child/children involved
4. Parents will be requested to pick up the child from the Complex
5. Suspension from camp for a specified number of days to be determined by staff.
6. Further problems will constitute grounds for permanent dismissal from camp.

Camp staff will determine the proper level of disciplinary action based on the severity of the incident and whether or not the camper has had other behavioral problems during camp.

Depending on the severity of any single incident, your child can be expelled from Camp indefinitely without refund and without following the Disciplinary Action Escalating List.

Payment Procedure

- Summer Camp consists of nine weekly sessions.
- Fees are based on children attending the entire summer; there is no discount for the week of Independence Day even though camp is **closed July 4th**.
- Payment for the upcoming week of camp must be made in full by the Wednesday night the week **before** the camper is to attend.

WEEK	CAMP DATES	PAYMENT DUE DATE
Session 1	June 3-7	At Registration
Session 2	June 10-14	June 5
Session 3	June 17-21	June 12
Session 4	June 24-28	June 19
Session 5	July 1-5 NO CAMP July 4th	June 26
Session 6	July 8-12	July 3
Session 7	July 15-19	July 10
Session 8	July 22-26	July 17
Session 9	July 29-August 2	July 24

Session 10	August 5-9	July 31
------------	------------	---------

- Payments are accepted in the form of cash, money order, MasterCard, Visa, or a check made payable to *RLTCC*.

Accident, Injury or Illness

Accident or Injury

Minor injuries requiring first aid will be reported to parents on an incident report to be signed on the same day. In the case of an emergency requiring immediate medical attention, staff will use discretion to call 911 and notify the parent.

Illness

Your camper's health and safety are important to us. **DO NOT send a camper to camp if he/she has a sore throat, fever, severe cough, vomiting, diarrhea, etc.** If your child arrives to camp sick, staff will call his/her parent for pickup. A camper should not return after an illness until he/she is able to participate in physical activities both indoors and outdoors. If a camper should become ill during the program, the parent will be notified immediately. In case of emergency, staff will call 911.

Medication

- Camp staff cannot hold or dispense medication.
- If your camper has allergies that require an epi-pen, inhaler or other medical device they must bring it with them to camp every day. This includes field trip days. Campers will not be permitted at camp without these devices.

Child Abuse/Neglect

- Staff members have been trained to recognize the symptoms of abuse/neglect, how to report it, and what constitutes as abuse/neglect.
- Staff is required to immediately report any suspicion or claim of abuse/neglect to the Department of Children and Families.
- **Florida Statute requires staff to notify DCF if a child is not picked up from camp after the parent has been notified that the child becomes sick or injured during the day. This may include staff calling the police to pick up the child and hold him/her until the parent arrives.**
- Sick or suspended children must be picked up within 1 hour of notification to parent.

- This procedure also applies to healthy children who are not picked up within 30 minutes after the end of the camp day (6:00pm).

Please ensure you attend one of the two parent orientations or make an orientation appointment prior to May 17th.

-We are looking forward to a great summer!