



PARENT HANDBOOK



8150 Stadium Parkway, Melbourne, FL 32940
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Dear Parent/Guardian:

Welcome to the first Addison Village Spring Break Camp Program! Our goal is to make your child's spring break experience a memorable one. Get ready for fun!

The Camp Addison Program is dedicated to providing young people with an exciting and enjoyable camp experience while offering opportunities to build self-confidence and a greater sense of community.

We strive to offer challenging and fulfilling programs that encourage social growth and skill development. We allow each camper the opportunity to discover his or her own potential and build self esteem within a supportive environment.

Ultimately, it is our hope that the Camp Addison Spring Break experience becomes a deeply positive influence, impacting participants for a lifetime.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shane Cassell', written in a cursive style.

Shane Cassell, Director

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GENERAL INFORMATION

1.1 Mission Statement

The mission of the Camp Addison Program is to provide a safe, nurturing, and fun environment that encourages campers to learn and grow. Our programs will provide your child with the opportunities to learn new skills, build friendships, be a positive and confident team-member, have a sense of independence, develop to their maximum potential, and of course, have fun!

1.2 Goals and Objectives

The goal of Camp Addison is to provide a structured, safe and fun program for the children of the community. We will achieve this goal through the successful execution of the following objectives:

- To provide a physically and mentally safe place for all campers.
- To create a well-balanced program with activities which contribute to the development of good health and character.
- To provide opportunities for learning new skills, improving old skills, and taking risks while under capable supervision.
- To encourage participants to accept responsibilities and to be a contributing member of a group.
- To provide instruction, experience, and guidance in team play, fair play, and in the concept of sportsmanship.

1.3 Registrations & Cancellation

Every child must be registered. All forms must be completed and payment made before a child can attend the program. Registrations are accepted on a first-received, first-processed basis.

Registration ends two weeks before the beginning of each week of camp. To ensure your child's spot in the program, please register early. Spots cannot be held in the camp program without the proper registration forms and paid fees. If space is available, we will accept late registrations up to two business days prior to the first day of each week of camp (Thursday prior). Cancellation is not permitted after two weeks before the first day of each week of camp.

1.4 Registration Fees

\$125 per camper, per week *Includes Camper Backpack*

Additional sibling discount: \$12.50 off (10%) per additional sibling registered (or child in the same household) at the same time as the first.

* Camp Session runs for five (5) days. When you register your child for camp, you are registering for the full week of camp, and we cannot prorate the program per day.

*At the time of registration, you must pay in full.

1.5 Program Types and Hours of Operation

Spring Break camp is offered for one week only. We will be operating camp from March 13th to March 17th.

All camp programs are available to children 5–11 years of age. All participants must be toilet trained. Children must be in kindergarten through fifth grade for the current school year. Children **MUST** be 5 years old at the start of the camp week they are attending.

Camp is 4 hours in length daily (9:00 am to 1:00 pm). You should provide your child with a lunch for this camp. Children may not be dropped off before 9:00 am or picked up later than 1:00 pm.

Camp runs from 9:00 am to 1:00pm.

1.6 2023 Spring Break Camp Calendar

Monday, March 13

Tuesday, March 14

Wednesday, March 15

Thursday, March 16

Friday, March 17

1.7 Locations

Camp is held daily at the Addison Village Club. A variety of activities will take place on the event lawn, in the clubhouse, on the tennis courts and in the resort pool.

1.8 Staff and Staff Ratios

We recognize that competent, caring and well-trained staff members are the key element in achieving the mission of our program. Each of our staff members is carefully selected based on their experience and ability working with children, their leadership abilities, and their experience with similar camp programs. Our seasonal camp staff are trained and supervised by our year-round professional staff. All of our camp staff members are carefully screened, certified in First Aid and CPR, and have had federal and state background checks. We maintain a staffing ratio of 1:8 at all times. Your child is in good hands!

2 DAILY ACTIVITIES AND GENERAL POLICIES

2.1 Signing In and Out

Our camp program utilizes a sign in/out policy for all its participants. Drop off time is between 9:00 am and 9:15 am. Please be on time so that your camper doesn't miss any of the FUN!

Please sign your child in and out daily. Parents need to walk their children to the camp site everyday and sign them in to the care of camp staff. Children cannot be DROPPED OFF or SIGN THEMSELVES IN. This is for your child's safety. Please allow yourself extra time on the first day of camp to fill out or confirm receipt of all necessary forms.

We will have a Parent Release form available daily to release your camper to someone other than the designated people on the camper information form. Please request this form in advance. Photo ID will be required.

Pick-up time is at 1:00 pm. Campers will be checked out of camp in the Addison Village Club meeting room. A parent or guardian must come into camp and initial the camp check-out roster every day before removing the child from our premises.

The staff will not release a child to anyone other than the authorized parent/guardian unless another party is noted on the camper information form and, to assure the safety of our campers, can provide a driver's license for identification. Under no circumstances will a child be allowed to leave the camp unsupervised, including walking to the outside of our building to be picked up on the street. Please be on time to pick up your child.

If your camper needs to leave early, please alert the camp staff in writing when you drop them off in the morning. When you arrive to pick up your camper, they will likely be involved in an activity. Be prepared to wait 5 to 10 minutes for your camper to leave the group, gather belongings, and get ready to leave. Again, if you know ahead of time that you will be picking up your child early, please send a note and we will try our best to have your child ready and waiting.

2.2 Late Fee Policy

Please be prepared to pick up your children on time. In the event that a child is picked up after 1:00pm there will be a fee of \$5 for every 5 minute interval after 1:00pm. This fee will be paid before the camper may return to camp.

2.3 Attendance

Please notify the Addison Village Club as soon as possible on the morning that your child will not be attending camp. If a child will be out with an illness for more than two days, the Camp Coordinator would appreciate notification and will need a note from a doctor saying that the child can participate in camp activities. Please note that no refunds are given for absences from camp under any circumstances.

2.4 Clothing and Personal Belongings

Children must wear comfortable clothing to camp (i.e. T-shirts, shorts, and sneakers with socks). Sandals are not permitted since children tend to twist ankles easily playing sports in sandals. For swimming, each day your child should bring a bathing suit, towel, and plastic bag for wet items. Campers should have their names written on all belongings in permanent marker. Sunscreen and water bottles are required at all times for children participating in hot weather outdoor activities.

Participants should not bring personal items such as toys or electronics that may distract them from the camp program or be at risk of loss or theft. We urge children to leave any valuable toy or games at home. Any items brought to the program are brought at your own risk. We are not responsible for any lost, stolen, or damaged items or clothing. To help avoid lost or mistaken items, please clearly label or mark all personal belongings (including book bags) with your child's name.

2.5 Lost and Found

Campers are responsible for their belongings. Our Counselors will do their best to ensure that campers keep up with clothing, shoes and gear. Please check with the staff member at pickup if your camper has lost something.

The camp will maintain a lost and found box at the main camp office. Items that are not claimed will be donated to local charities at the end of the camp season.

2.6 Lunch and Snacks

Each camper must bring his/her lunch, including beverage. The lunches cannot be refrigerated so please pack something that will not spoil. Please pack lunches in a small

soft side cooler or lunch box with your child's name on the bag as we have limited storage space. We also encourage parents to provide their child with a water bottle with their name on it.

A morning snack will be provided each day. Children do have the option of bringing their own snack to camp if they prefer or if they have special dietary restrictions or allergies.

2.7 Transportation

Under no circumstance is the staff permitted to provide transportation to or from a program for its participants. It is the parent's/guardian's responsibility to provide timely transportation to and from the program for their children.

2.8 Rainy Day Policy

Camp meets rain or shine. Camp is usually at the assigned location even in rain. However, in the case of heavy rain, the Camp may be moved to an alternate site. Campers should always check-in at the scheduled location. If a Camp location is changed, you will be directed to the new location. Campers should bring shoes with non-marking soles for indoor use.

2.9 Swimming

We will go swimming every day, weather permitting. All camp staff members are certified in CPR and First Aid. Children who do not know how to swim will be properly assisted in the shallow end and required to bring Coast Guard approved floatation vest. Each day your child should bring a bathing suit, sunscreen, towel, and plastic bag for wet bathing suit/towel after swimming. You will be asked to specify your child's swimming ability on the Camper Information Form.

3 CAMPER SAFETY AND CONDUCT

3.1 Camp Environment

We strive to provide a safe and fun environment at camp each and every day. We take every precaution possible to ensure your child's wellbeing and happiness while in our care. If there are any modifications that you feel your child may require making sure that they enjoy a comfortable camp environment, please communicate these requirements to our staff in person or on your Camper Information Form.

3.2 Sunscreen at Camp

Protection from sun exposure is important all year round. Our camp participants spend a great deal of time in the outdoors and are thereby exposed to the sun's harmful rays. Since it is our commitment to promote healthy spirits, minds, and bodies, we have made the following policies in this regard:

- All campers will wear sunscreen with an SPF of at least 30 on all exposed skin, including lips (daily) even on cloudy days.
- Parents/guardians will be responsible for applying the first layer of sunscreen prior to morning drop off.
- Parents/guardians must sign the Permission to Apply Sunscreen Form in the Camper Information Packet to authorize our staff to provide follow-up applications.
- The camp staff will apply follow-up applications after one hour in the water, after two hours of activity in the sun (due to perspiration), and/or any other time as needed.
- Parents or legal guardians will be responsible for providing their children with enough sunscreen (in a sealed container) to take with them for later day application. One container per child. Please be sure to write your child's name on his or her sunscreen.
- Please note, this will mean your child will have the sunscreen applied for them by the day camp staff, and while we will make every effort to keep your child safe, we will not be held responsible for any sunburn incurred while at camp. Please explain this to your child before camp.
- For campers who have fair skin, we recommend an extra t-shirt be brought to wear in the water for extra protection.

3.3 Health History and Inventory Form

A Comprehensive Health Inventory Form is included in the Camper Information Packet. This provides our staff with any necessary information on your child. A copy of your child's current/active school health form is also acceptable. A new form is required each calendar year – we do not maintain records of the previous year's camp documents.

Please understand that these policies and forms are in place to maintain the safety and wellbeing of your child.

3.4 Medicine

The camp staff may dispense medications to a child if the parent fills out a written Medication Administration Request which includes dosage and dosage intervals. Prescription medications must be in the original container with the prescription label that includes the child's name, name of the medication, dosage, dosage intervals, name of prescribing physician, and date prescription was filled. Non-prescription medications must be in original container and can only be giving for 2 consecutive days without a written note from a physician.

Children are not allowed to self-administer or carry any prescription or non-prescription medicine with them. Any such medicine will be confiscated and returned to the parent at the end of the day. Special release forms are also available for Epi-Pens and inhalers.

3.5 Illness

Please do not knowingly send a sick child to the camp program. Not only does this spread the illness to other children and staff, but it is also very unfair to the sick child. If your child comes to camp sick, or becomes sick during the course of the day, you will be notified and expected to pick him/her up.

Please notify us if your child contracts a communicable disease such as measles, chicken pox, conjunctivitis (pink eye), influenza, etc. In the event of a communicable disease, a physician's note is required for re-admission to the program.

The following symptoms are cause for keeping a child at home:

- Fever
- Vomiting
- Prolonged cough
- Diarrhea
- Rash
- Any communicable disease

A child should be free of the above symptoms for 24 hours before returning to the program.

Evidence of any of the following communicable diseases must be reported to the Health Department and camp program will notify parents of occurrences of, or known exposure to communicable diseases or conditions.

Respiratory

- Diphtheria
- Bacterial Meningitis
- Tuberculosis
- German Measles (Rubella)
- Mumps
- Meningococcal Infection
- Measles (Rubeola)
- Pertussis (Whooping cough)

Gastrointestinal

- Giardiasis
- Shigellosis
- Hepatitis A
- Salmonellosis

Children who have symptoms of or have been diagnosed with the above communicable diseases may return to the camp only when written documentation from a licensed physician states they have been evaluated and present no risk to other children.

3.6 Accidents/Injuries

Our camp program is a safe place in which to grow and play. However, accidents do happen. We will inform you at the time of pick up of any minor injuries (cuts, scrapes, bruises, etc.) which may occur during the program, and an Incident Report will be reviewed with you.

If any injury produces excess bleeding or is judged to be a sensitive area (eye, tooth, etc.) you will be called immediately. If necessary, a child will be taken to the nearest hospital. Please remember that a hospital may not begin treatment until a parent is contacted. If a child requires medical attention after arriving home, as a result of an injury received while at camp, please let the staff know within 24 hours of the incident.

3.7 Camper Code of Conduct

We work to ensure an enjoyable and safe program for all participants and maintain an atmosphere of mutual caring, respect, and understanding at the camp. Proper participation and conduct by your child is expected and includes the following rules:

1. Know these camp rules and follow directions from staff.
2. Show respect to all participants, staff, volunteers, and property.
3. Cooperate with each other and listen to your counselors.
4. Be courteous with the words you use. Inappropriate language will not be tolerated.
5. Keep your hands & feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.
6. Be respectful of others' belongings. Do not take anything that is not yours.
7. Refrain from threatening or causing bodily harm to self, other participants, staff, or volunteers.
8. Phone calls are to be made only in the event of an emergency and are only to be made in the camp office. Campers are not allowed to use the phone. Cell Phones are not allowed at camp. Please, leave them at home!
9. Toys from home are discouraged and camp staff may require campers to keep them in their bag during the camp day.
10. Do not bring any play or real weapons to camp.
11. Tell a counselor if someone/something is bothering or upsetting you.
12. Following the posted pool rules when swimming or in the pool area.
13. Stay with your group at all times, unless you have permission from your counselor.
14. Clean up after yourself! Leave the camp as you find it, CLEAN.
15. Always treat others as you wish to be treated.

Parents, please discuss the rules with your camper before the beginning of camp! Any of our counselors will be available to discuss our discipline system on a one-on-one basis.

3.8 Disciplinary Policy

At the beginning of the camp week, camp staff will conduct an orientation to review the camp procedures and rules. Our disciplinary system was developed to ensure your child has a safe and positive camp experience. All disciplinary action will be handled in the following **Three Step Method**.

Step One:

A verbal warning will be given to the camper informing them that a rule has been broken and that they are acting inappropriately. The camper will be asked to explain the behavior and be warned not to continue. With each step, a counselor will address any problems with the camper that could be causing undesirable behavior. The camper and the counselor will look for a solution to correct the problem.

Step Two:

If a camper's behavior remains unsatisfactory after a verbal warning, they will be separated from the rest of the campers. Once in this time out, a camper will sit out the activity for up to ten minutes depending on their age.

Step Three:

The final step is the discipline report. The parent will be called or notified of their camper's behavior. A discipline report will be filled out by the camper and director specifically stating what the camper did, what the camper should have done, and comments by the counselor and director. A camper can go directly to a discipline report if the behavior warrants immediate attention by the director and parents. The parent will be called and asked to pick up their camper within the hour. The camp reserves the right to suspend any camper for inappropriate or unsafe behavior at any time.

3.9 Suspension from Camp

The camp reserves the right to suspend a child from camp due to misbehavior, repeated failure of a parent to pickup or drop-off a camper at the designated times, or failure of a parent to submit payment on time. Decisions to suspend a camper will be made by the Camp Coordinator, the Lifestyle Director and the Club Manager. No refunds will be granted to campers who are suspended from camp.

3.10 Incentive Programs

In an effort to recognize campers for outstanding behavior, a Camper of the Week will be nominated from each camp group. These campers will receive a certificate and a small reward. Nominations are made for campers that exemplify cooperation, consideration of others, and a great attitude.

4 CAMPER INFORMATION PACKET AND FORMS

Please complete and submit your Camper Information Packet for each child at the time of registration.

The following forms must be completed and submitted for each child:

- ✓ Camp Registration Form and Waiver
- ✓ Emergency Form
- ✓ Comprehensive Health Inventory Form
- ✓ Permission for Medication Administration (*if necessary*)
- ✓ Payment in full