Palm Coast Parks & Recreation
Parent Handbook

Follow the FUN!

Palm Coast Community Center, 305 Palm Coast Parkway N.E., Palm Coast, Florida 32137 · (386) 986–2323 · Visit www.palmcoastgov.com
Welcome to our Summer Camp Program!

Dear Parents:

Thank you for choosing the City of Palm Coast Parks and Recreation Department for your summer campers!

Welcome to the City of Palm Coast Parks and Recreation Summer Camp Program. In order for us to provide a summer program of high quality, we ask that you please read through this handbook carefully and become acquainted with the policies and procedures that enable us to provide your child(ren) with a safe and successful summer camp.

The City of Palm Coast Summer Camp staff is dedicated to providing a safe, active and exciting recreational experience for your child(ren). As questions or concerns arise we welcome your input. We ask that you contact the Head Recreation Leader and/or the Recreation Supervisor who serves as the director of Summer Camp. These individuals will assist you to the best of their ability.

If you have any questions after reading through this Handbook, please feel free to call the Recreation Supervisor. Contact information is listed on page (2).

We are looking forward to a fun-filled and safe summer! Thank you for trusting us with the care of your child.

Sincerely,

Palm Coast Parks and Recreation Summer Camp Staff
Palm Coast Parks & Recreation Department

Parent Handbook

Administrative Contact Information
Palm Coast Community Center, Front Desk  (386) 986– 2323
Roxana Gonzalez, Recreation Superintendent  (386) 986-2341
Luanne Santangelo, Director of Parks & Recreation  (386) 986– 2320

Purpose
The purpose of Palm Coast Parks and Recreation Summer Camps is to ensure that all participants are actively involved in the daily schedule of activities in a welcoming, fun and safe environment. Camp activities are planned for both indoors and outdoors; approximately 50% of camp is spent outdoors. We strive to maintain a staff to camper ratio of 1:12 ratio.

Camp Staff
All Recreation Leaders have graduated from high school. Several are teachers in our public school system. We are pleased to have them lead our camp age groups. As part of the screening process, staff has successfully completed a criminal background check, medical and drug test, CPR & AED program and have participated in our Summer Camp Orientation and Training Program.

Parent / Staff Communication
Communication is key to your child’s positive experience in Summer Camp. If you have any questions or concerns, please speak with Crystal Long, Recreation Supervisor during camp hours.

What to Bring to Camp?
- Comfortable clothing appropriate for the outdoors and active play.
- Closed toed shoes such as sneakers.
- On swim days, wear swim suit to camp and bring a change of clothes, towel, sunscreen and plastic bag (for wet items).
- SUNSCREEN! Each day children should arrive to camp with sunscreen already applied.*
- Hat or cap for sun protection.
- Bring reusable water bottle.

CAMPERS NAME MUST BE ON ALL PERSONAL ITEMS!

Sunscreen
Approximately 50% of the camp day is spent outdoors. Children should have sunscreen applied prior to their arrival to camp, especially on swim days. Children will be reminded, throughout the day, to reapply their sunscreen.

*Staff are prohibited from applying/re-applying sunscreen to a child.

What NOT to bring to camp
The following are items are not appropriate to bring to Summer Camp:
- Money.
- Valuables of any type such as jewelry or designer clothing/sunglasses etc.
- MP3 Player, I-pod, cell phones, Nintendo DS or any pocket electronic device.
- Inline skates, skateboards and scooters.
- No weapons of any type including toy weapons, pocket knives, matches and fireworks.

Note: The City of Palm Coast and staff are not responsible for lost, stolen or damaged personal belongings.
Swim Days

Campers swim at the Frieda Zamba Swimming Pool every Tuesday and Thursday. Children must wear proper swim attire in order to enter the pool. Lifeguards and camp staff are on deck to ensure safety at all times.

Parents must initial permission for their child to swim in deep water on the Youth Supplement form. Campers will need to pass a deep water swim test which includes a 25 yard freestyle swim in deep water and tread water for at least 30 seconds. The swim test is administered by pool lifeguards.

Please apply sunscreen on your child prior to arriving to camp on swim days. Campers should also arrive to camp dressed in their swimsuit. Campers must bring a towel and change of clothes. After swimming, children will change into their dry clothes. Pack a plastic bag for wet bathing suit and towel for the trip home.

Swim Lessons Available

The Palm Coast Parks and Recreation Department offers swim lessons for all ages. For more information, contact the Frieda Zamba Swimming Pool at (386) 986-4741.

Arrival & Departing Procedures

Upon arrival to Summer Camp, campers must be walked into the Community Center by an accompanying adult and be signed in on the daily attendance sheet. After sign in, the camper will be directed by PCPRD staff to the appropriate room for morning activities. Children are not to be dropped off outside of the building; or prior to camp start time of 7:30 am.

Staff members will release campers to authorized individuals who are listed on the registration form as an Authorized Pick-Up. Staff will not honor verbal instructions given to them by an unauthorized individual who may arrive to pick up a child.

ANYONE picking up a camper must be prepared to show a valid state or government issued photo ID each and every time. There are NO exceptions. Authorized pick-ups are asked to wait at the front reception area for their child.

We ask that campers be picked up promptly at the end of the program day. It is the responsibility of the parent or guardian to call the Community Center to let staff know what time you will arrive. Repeated delays in picking up your child may result in late fees being applied to your account and/or your child being removed from the program.

Movies

When a movie is shown during the camp day, only those rated “G” or “PG” will be shown.

Camp T-Shirts

Each camper is provided a Palm Coast Summer Camp T-Shirt. Shirts can be worn any day of the week but MUST be worn on all field trips. Additional T-Shirts can be purchased for $5.00.

Breakfast & Lunch

The Palm Coast Parks and Recreation Department participates in the Summer Food Program provided by the Flagler County School District. Each child registered for summer camp is eligible for the free breakfast and lunch. Menus will be available the first week of camp.

Parents may still pack a lunch and/or snack for their child. Heating of food and/or refrigeration is not provided. Pack non-perishable items that do not need heating or refrigeration.

The Flagler County Free Breakfast and Lunch program begins June 13.
Late Pick up Procedure/ Penalties

If you know you will be late picking up your child, please contact the Parks and Recreation Administrative Office at 386-986-2323. We will contact the Recreation Leader who will inform your child that you will be late.

Keep in mind that the parent or legal guardian may be assessed a late fee of $10 when arriving after 6:00 pm to pick up their child. Assessment of the late fee will begin at 6:01 pm and will be assessed for every 15 minute increment.

Injuries and Illness

In the event that a camper is injured during camp, basic first aid will be provided. For each injury, regardless of severity, an Incident Report Form will be completed and must be signed by the parent.

If a camper becomes ill at camp, the Recreation Supervisor will contact the parent for pick up of the child. The parent/guardian is responsible to pick-up the sick child within 45-60 minutes of notification. In the event of a serious injury, 911 will be called. The Recreation Supervisor will notify the parents immediately.

We ask that children who have vomited, had diarrhea, a fever, a runny nose etc. within 24 hours of the start of the camp day be kept home until they are symptom free for at least 24 hours. We thank you for being sensitive to the health and safety of all our campers.

Reporting of Communicable Diseases

When faced with a health issue such as Chicken Pox, Impetigo, Meningococcal Illness, Head Lice or Mononucleosis, please contact the Parks and Recreation Department immediately. We have an obligation to inform all parents that their child may have been exposed to a communicable disease. If camp staff should identify possible symptoms of a communicable disease, the child will be removed from the camp group and the parent will be contacted. The child should be taken to a physician for diagnosis. The parent must follow-up with the Recreation Supervisor with the confirmed diagnosis. The child will not be able to return to camp until all symptoms have passed and a doctor's release has been submitted.

Medication

When a child is required to take a daily, prescribed medication, the parent must complete the Medication Release Form. Medication, for the day only, must be brought to camp in the original pharmacy container that is properly labeled, current, and unaltered since prepared by the pharmacist. Medication is to be given to the Recreation Supervisor who will store medication in a safe place. When medication needs to be kept refrigerated, the Recreation Supervisor will make the appropriate accommodation.

Field Trips

Campers must pre-register and pay the required fee in order to participate in a Field Trip. Registration for field trips must be completed 1 week prior to the trip date. Payment can be made by cash, check or credit card.

Field Trip buses will depart from and return to the Palm Coast Community Center. Buses will depart promptly at the scheduled time. Departure times are provided on the camp calendar.

If a camper arrives after departure they may return home with the parent or may stay with the group at the Community Center for the day. There will be no refund issued.

Bus transportation is provided by the Flagler Country School District Transportation Division. Bus Drivers are those currently driving for the County School District.

Campers MUST wear their Summer Camp shirt on every field trip.

Medication

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Natural Disasters

Lightning
At the first sight of lightning or thunder, children will be brought indoors. While at the pool the policy for lightning, thunder and rain will be followed.

Hurricane or Tropical Storm Watch
In the event of a Hurricane or Tropical Storm Watch issued by the National Weather Service, camp will continue. If conditions worsen parents will be contacted regarding the pick up of their child(ren) and the immediate status of camp.

Hurricane or Tropical Storm Warning
When a Hurricane or Tropical Storm Warning is issued by the National Weather Service, Summer Camp will be cancelled until the event has concluded. It is recommended that parents listen to the local TV News or Radio Station for weather updates.

Tornado Watch/Warning
When a Tornado Warning is issued by the National Weather Service, Summer Campers will be placed in a safe area until warning has been lifted. It is recommended that parents listen to the local TV News or Radio Station for weather updates.

Camp Rules
- We expect our campers to be considerate and respectful to each other and their counselors including follow direction given at all times.
- We expect campers to return games, equipment etc. to where they found it.
- We expect campers to make proper use of all facilities including restrooms.
- We expect our campers to listen and follow directions.
- We expect our campers to keep their hands to themselves. No kicking, hitting, choking, biting, scratching.
- We will not allow any form of foul or abusive language.
- We expect our campers to treat each other the way they would like to be treated.

Bus Rules
- Children must be seated and face forward while the bus is in motion.
- When seat belts are provided, they must be worn.
- Children are not permitted to put their hands out the window or throw any object out of the window of the bus.
- Campers must maintain an acceptable noise level on the bus.

Pool Rules
- Rules of the Frieda Zamba Swimming Pool will be enforced.
- No running, shoving or horse play permitted on pool deck, in the water or in the locker room.
- Children are not to hang on the Recreation Leader or fellow campers.
- Chewing of gum or eating snacks during swim time is prohibited. Snacks are allowed during lunch.
- Children must obey lifeguards at all times.

Personal Care Policy
It is the policy of the Palm Coast Parks & Recreation Department (PCPRD) to provide reasonable accommodations to participants of all abilities to maximize inclusion in recreational programs, activities, and services of their choice. Individuals are encouraged to participate in our programs; however, those in need of personal assistance with toileting, feeding, dressing or invasive procedures must make personal arrangements.

Personal arrangements defined as a arrangement made by parent/guardian or a parent appointed companion with the Recreation Supervisor that is responsible for assisting the child if needed. Appointed companions must be submitted in writing by the Parent/guardian to the Recreation Supervisor. Personal arrangements must be scheduled with the Recreation Supervisor prior to the first day of camper's attendance.

If a camper has a toileting accident, the parent/guardian has 30 minutes to respond after contact with PCPRD staff.
Code of Conduct

We want each camper to enjoy the planned activities and benefit from his/her experience. Staff will review basic rules of safety and conduct at camp. We hope that parents will explain rules of camp prior to their child’s 1st day. Please emphasize to your child that failure to abide by these rules may limit his/her activities. General discipline techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable.

PCPRD staff will take the following progressive discipline steps while handling behavior issues:

STEP #1 - WARNING: Communicate appropriate behavior with campers and convey a warning. Staff will explain the consequences of the inappropriate behavior if it should continue.

STEP #2 - TIME OUT: Staff will have the camper go to a designated personal space for 5 minutes prior to rejoining group. Staff will reiterate appropriate behavior and the consequences if continued.

STEP #3 - WRITE UP: Staff will document inappropriate behavior and what actions were taken. This form must be signed by the parent/guardian.

STEP #4 - PARENT/GUARDIAN CONFERENCE: If inappropriate behavior is documented 3 times, The Recreation Supervisor will contact parent to discuss measures need to assist correcting behavior.

STEP #5 - SUSPENSION: If behavior continues, the campers may be suspended from the program.

In severe cases, campers may be removed immediately from the program. The length of suspension is at the City’s discretion. No refunds will be granted.

Camp Registration Information

- A “Registration” includes completion of the Registration and Youth Supplement Forms, submittal of the most recent report card, signature of waiver and payment of registration fees.

- Registration is accepted on a first come, first registered basis.

- Camp/trip will have an established min. & max. number of participants & a closing date for registration.

- If the min. number is not reached, PCPRD reserves the right to cancel or postpone. Full refund will be given.

- If a camp/trip reaches full capacity prior to the registration close date then the camp/trip will be closed at that time & no additional registrations will be accepted.

- Wait List: If a program reaches max. capacity, those interested will have an option to be placed on the Wait List for the specified camp/trip.

- Registration Late Fee: If a camp/trip has not reached max. capacity by close date, registrations may still be accepted with supervisor approval is required and application of a $10 Late Fee.

- Multiple child discount: $5 discount off the registration fee for each child, in same family, registering for a PCPRD Summer camp. (discount off the lesser value)

- Refund Policy: Refund Request form must be submitted 7 days prior to the start of the registered camps/trip.
The Parent Handbook is designed to acquaint you with all the Palm Coast Parks and Recreation Summer Camp has to offer plus additional valuable information. The handbook’s content is written to provide a clear description of what parents may expect from us and what we expect from parents.

Please take the time to thoroughly read and discuss these parameters with your child. Please initial each bullet to acknowledge you have read and understand them.

________ I have received, read and understand the Palm Coast Parks and Recreation Parent Handbook.

________ I read over, understand and discussed the Code of Conduct Policy with my child(ren).

________ I understand that 50% of summer camp activities are spent outdoors.

________ I understand my child should wear appropriate clothing and sneakers, swimming gear (on swim days only) to camp.

________ I understand that my child must be to camp by 8:45am; organized camp activities start promptly at 9am.

________ I understand that completion of the registration process for one week of camp does not guarantee a reserved space in successive weeks of camp for my child.

________ I understand that I must register and pay for a desired field trip at least 1 week prior to the trip.

________ I understand my child(ren) must wear their camp t-shirt on field trip days or he/she will not be able to attend the field trip.

Child’s Name _______________________________________

Parent’s Name _______________________________________

Date: ______________________