



# 2024 Summer Camp Handbook

## Camp Offerings:

Adventure Youth Camp MFEC	Extreme Teen Camp MFEC	Under the Sea Toddler Camp MFEC	Adventure Youth Camp Minsky Gymnasium
MIDFLORIDA Event Center Gymnasium	MIDFLORIDA Event Center Game Room	MIDFLORIDA Event Center Tot Room	Minsky Gym Gymnasium
9221 SE Event Center Pl. Port St. Lucie, FL 34952	9221 SE Event Center Pl. Port St. Lucie, FL 34952	9221 SE Event Center Pl. Port St. Lucie, FL 34952	750 SW Darwin Blvd, Port St. Lucie, FL 34953
Capacity: 130	Capacity: 50	Capacity: 40	Capacity: 65
18 staff	5 staff	5 staff	14 staff
Trips included in cost	<i>Friday Trips EXTRA\$</i>	Remain Onsite	Trips included in cost
\$95.00 per week	\$95.00 per week <i>Additional cost of trips</i>	\$95.00 per week	\$95.00 per week
50% down payment REQUIRED	50% down payment REQUIRED	50% down payment REQUIRED	50% down payment REQUIRED
9 weeks in duration	9 weeks in duration	9 weeks in duration	9 weeks in duration
June 3- Aug 2 No camp on July 4 <sup>th</sup>	June 3- Aug 2 No camp on July 4 <sup>th</sup>	June 3- Aug 2 No camp on July 4 <sup>th</sup>	June 3- Aug 2 No camp on July 4 <sup>th</sup>
7:30 a.m.-6 p.m.	7:30 a.m.-6 p.m.	7:30 a.m.-6 p.m.	7:30 a.m.-6 p.m.
6-11 years old <i>*Must have <u>completed</u> kindergarten</i>	12-14 years old	3-5 years old <i>*VPK</i>	6-11 years old <i>*Must have <u>completed</u> kindergarten if 5 years of age</i>

Welcome to the City of Port Saint Lucie Summer Camp! We are thrilled to have your children join us for a summer filled with fun and unforgettable experiences. This handbook has been carefully crafted to provide you with all the essential information you need to ensure that your child's time at our camp will be enjoyable and enriching.

Throughout this handbook, you will find detailed information about our camp policies and procedures. We encourage you to review this handbook thoroughly and keep it handy for reference throughout the summer.

Should you have any questions or concerns at any point, please don't hesitate to reach out to our camp staff. We are here to assist you and ensure that your child has the best possible experience at our camp.

Thank you for entrusting us with the care and enrichment of your child this summer. We are excited to embark on this journey together and create lasting memories you're your child will cherish for years to come! We expect to operate all our camp programs beginning Monday, June 3, 2024. **Online and in person registration will begin Tuesday, April 2, 2024.**

We want you to register for the 2024 summer camp with confidence, so we have extended our cancellation policy. If you register now for the camp, you will be able to receive a full refund, you have until midnight on June 1, 2024. After June 1st, we will be returning to our established refund policy as listed further in this handbook.

If you withdraw your child before June 1st, 2024, or if your program is cancelled by our agency, here are your options.

- **Request a Refund:** Receive a refund of all deposits & payments paid through June 1, 2024.

We are looking forward to the privilege of serving your family this year in our 2024 Summer Camp Program and to dedicating our efforts toward providing a safe and yet entertaining experience for your child(ren).

- 50% of the total tuition is required as a deposit to register. The tuition balance is divided in equal weekly increments to be paid prior to the start of each weekly session. All deposit funds are applied directly to the total tuition fees. No additional application or registration fees.

- The second child in the same household gets a \$5 discount on tuition. The third child in the same household gets a \$10 discount on tuition.

- **Enrollment Exception:** A child may enter a youth camp before he/she is 6 years old if they have completed kindergarten. In this case you will need proof from the school and will be required to sign up with a customer service specialist in person at any one of our recreation facilities.

- **Enrollment Exception:** If a child changes ages during the summer between June 3 and August 2, 2024, the child could move up to the next camp at the time of which they are the new age. Only at the start of a new weekly session.

**Drop-Off/Pick-Up** — For the safety of your child, you must walk your child to the sign-in person each day of camp. Please do not drop children off before the advertised camp start time. We are not responsible for your child until he/she is signed in. When picking up your child, you are required to show ID and see the sign-out person before leaving the facility with your child.

**Sign-In/Out Procedures** — Parents are asked to sign their child into camp each day. Parents/Guardians need to indicate on the sign-out sheet individuals who are authorized to pick up their child. Calling the camp to notify staff of an alternate person picking up your child will be allowed if you as the parent/guardian make the phone call and a password has been established. That person will also need to provide a photo ID. Campers will only be released to those listed on the sign-out sheet.

We highly recommend designating a password if one has not been established. In the event of an emergency, and no one from the registration list can pick up a child, the password policy will be used. The alternative person picking up the child from camp must be aware of the password policy and know the password recorded for that child. Only camp staff will have access to the password. Once the password has been used, we may ask you to change the password.

If parents/guardians cannot agree on the pickup list and this is brought to the attention of camp staff, only the parents/guardians will be allowed to pick up the child/children. Parents/Guardians cannot alter, add, or change the registration form in any way over the phone.

The safety of camp participants is our highest priority.

**Dress** — We recommend that campers wear light and comfortable clothing, along with socks and sneakers, daily. Please avoid wearing sandals, flip flops or heels. Campers should dress appropriately for the fun activities planned each day. On swim days, campers are advised to arrive at camp already dressed in their swimsuits underneath their clothing. This will allow them to maximize their time and enjoy the venue to the fullest.

**Camp Shirts** — A free summer camp t-shirt will be issued at registration. Additional t-shirts may be purchased for \$5.00 at any of our Guest Services desks. Please dress your child in their camp shirt on field trip days.

**Field Trips** — We have a contract with the St. Lucie County School Board Transportation Department which allows us to use their bus drivers and buses. All bus drivers go through the City's hiring process including background checking and finger printing. The summer camp field trip is subject to change. Please make sure to check in daily for any updates on the summer camp field trip schedule.

If you are late on a scheduled field trip day, it is the responsibility of the parent/guardian to ensure that the camp participant reaches the designated field trip location. Upon arrival,

please locate your child's camp counselor or Director and sign in the child. Please do not leave your child at a field trip location without following the procedure above. **All camp staff are required to attend field trips. A child cannot be left at the facility if the camp is on a field trip.**

**Personal Items** — Please pack your child's belongings in a small backpack or something that is easy for them to carry. Daily items should include extra outfit, sun block, sneakers, hat, swim- suit, towel, additional snacks, and a water bottle. Personal items should be marked with your child's name in case they become lost. We discourage all handheld electronic games, including, but not limited to, iPod, iTouch, iPad, and all cell phones. If these items become disruptive and unsafe to campers, staff may confiscate item and return to the parent at pick-up. **The City of Port St. Lucie Parks & Recreation will not be held responsible for lost, misplaced or stolen items belonging to campers.**

**Schedule Changes** — Although we make every effort to follow the camp schedule, sometimes changes will occur. Please take the time to read any notices posted at sign-in or sign-out dealing with changes. Swimsuit and towel should be packed daily in the event there is a water activity.

**Swimming** — *(does not include tots)* Your child's safety is always our first concern. With that in mind, each child is required to pass a swim test supervised by certified lifeguards of the facility that we are visiting. Rest assured - if they do not pass the first time, we will encourage them to keep trying when they are ready.

**Late Pick-up Fee** — Any person arriving late to pick up a child from camp will be charged a late fee. A late fee of \$10.00 for each portion of 15 minutes will be issued for each participant picked up after their scheduled ending time. The late fee must be paid prior to your child attending camp the next day.

**Special Requests** — If your child would like to be paired with another camper in the same group, please let the camp staff know when you sign in the first day of camp. We will do our best to accommodate each request.

**Application Packet Process** — The summer camp application will be conducted electronically this year through the ePACT program. The link will be sent by email four weeks prior to your child's start date.

**Medications** — If your child requires prescription medications, please be sure to complete the Prescription Administration Release form electronically through the ePACT program.

**Head Lice** — If we have a case of head lice, all campers will be checked in that group and notices will be sent home to inform parents. Any child who is found to have head lice/nits will be sent home and will not be allowed to return until his/her head is free of lice/nits and can show proof of treatment.

The City of Port St. Lucie will take precautionary measures to prevent the spread of head lice. Please assist us by checking your own children often and remind them not to share hairbrushes, combs, hats, headbands, etc. For more information, refer to [www.licesolutions.org](http://www.licesolutions.org).

**Duty to Report** — Any staff person who knows, or has reasonable cause to suspect, that a child is abused or neglected by a parent, legal custodian, caregiver, or other person responsible for a child’s welfare, shall report immediately such knowledge or suspicion to their supervisor. The supervisor will then report the claim to the Central Abuse Hotline of the Department of Children and Families.

**Camp Concerns** — Should a parent/guardian ever have a concern regarding their child at camp, please communicate directly with the staff person in charge of that camp group so that we can resolve the problem or concern in a timely manner. Informed leaders make better leaders!

### **Payment & Attendance**

The weekly fee is due on Monday of the upcoming session by 6pm. If the weekly payment and late fees are not received by their due date, your child will not be able to attend the program until the balances are paid in full.

Your child’s attendance is crucial in the summer program. If you know in advance that your child will be absent for a week or more, please provide written notice to the Camp Director. Also, please ensure your child arrives at the camp **on time** daily for activities and/or field trips. A calendar of daily scheduled activities was thoughtfully planned for each camp. Busses and activities will not wait. We don’t want any child to miss out on the fun.

### **Camp refunds/cancellations will only be issued if the following criteria are met:**

1. Request is submitted in writing within seven days of the first day of the session.
2. Refunds and cancellations are assessed and a processing fee of \$15 for each transaction may be applied.
3. Transfer of sessions is permitted based strictly upon availability of the desired session. A child cannot be transferred into a week that is already full.
4. Refunds will not be issued after seven days of the start of a new session. Please be diligent in notifying camp in advance if your child is not coming. There are other children on a waitlist hoping to attend that week.
5. Transfers are only permitted one time for a session.

### **Campers Code of Conduct**

- ◆ Bullying is taken very seriously and will not be tolerated. Everyone in camp is to be treated equally and with respect.
- ◆ We will not tolerate foul language, derogatory comments, threats, or any type of verbal abuse.
- ◆ Campers are responsible for their actions at camp each day and must face the consequences.
- ◆ We uphold a “zero tolerance” policy if a camper strikes a staff person or fellow camper.
- ◆ Fighting or any other physical contact, under any circumstance, will not be tolerated

- ◆ Campers are responsible for any equipment they use, and for its replacement, if they deliberately misuse or destroy the equipment
- ◆ The Parks & Recreation Department staff have the right to determine what unacceptable behavior is at camp.

### **Camp Consequences**

The following consequences are in no particular order and severity of the consequence depends upon the circumstance of the situation:

- ✓ Verbal Warning
- ✓ Time Out
- ✓ Time Out meeting with Director
- ✓ Camper may be asked to write an apology note
- ✓ Camper may be prohibited from finishing a game or activity
- ✓ Parent notification and possible immediate pickup from camp
- ✓ Suspension from camp
- ✓ Expulsion for remainder of summer

### **Discipline Procedure**

Any behavior that is disruptive or endangers the safety of those participating in the program will be subject to disciplinary action. In addition to the rules listed above, other types of behavior that will not be tolerated include, but are not limited to: derogatory remarks directed to other participants or staff members, refusing to follow instructions, assault and/or bullying, stealing or defacing others' property, running away, smoking, cursing, etc.

The program discipline actions are as follows:

- First Incident: Explain to the child the problem and issue a warning.
- Second Incident: Institute a consequence. (Examples: denial of use of facility or piece of equipment, sit out from an activity, etc.). Staff will complete an Incident/Injury Report for the parent to sign.
- Third Incident: Call the child's parent(s) and explain the situation. Staff will complete an Incident/Injury Report for the parent to sign, which will include a note on the report that the next offense results in a one-day suspension from the program.
- Fourth Incident: One-day suspension from the program. Parents will be notified immediately. Staff will complete an Incident/Injury Report for the parent to sign, which will include a note on the report that the next offense may result in expulsion from the program.
- Fifth Incident: Expulsion from the program.

NOTE: Staff will have the discretion to elevate the matter to a higher degree based on the severity of the incident. In such a case, parents will be informed immediately and if necessary, child will be expelled from the program. No refund will be given in these cases.

Any discipline problems will be recorded on an Incident/Injury or Behavior Report. The Report will require a parent signature. This will serve as the formal notification to the parent and for Department records.

Discipline should be handled immediately. If “time-out” is to be used as a form of discipline, it will be set as “one minute per each year of age” (i.e., if they are 10 years old, they will receive 10 minutes of “time-out” of the current activity). Discipline will not be carried over the following day(s) and will never involve cleaning of trash and facilities or any physical activity (i.e., suicides, withholding any meals, running laps, jumping jacks).

### **Discharge Policy**

The City of Port St. Lucie reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payments of fees
- Not observing the rules of the program or code of conduct as outlined in the Parent/Student Handbook
- Physical and/or verbal abuse of staff or children
- Any situation or circumstance that presents any harm to the child, other participant or staff

### **Bullying**

Bullying and cyber bullying is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from the group on purpose. There are many roles that kids can play. Kids can be bully other, they can be bullied, or they may witness bullying. The City of Port St. Lucie has zero tolerance for bullying of any kind, and we are prepared to investigate and take the appropriate measures to prevent bullying.

**NOTE: Consistent breaking of rules may mean that the parent will be notified, and the camper may be suspended from camp for one day or up to a complete expulsion from our program.**

**PLEASE REVIEW THE CODE OF CONDUCT WITH YOUR CHILD/CHILDREN**

*Thank you for giving us the opportunity,  
to make a difference in your child's life.*

*Kind regards,  
The City of Port Saint Lucie  
Parks and Recreation department.*