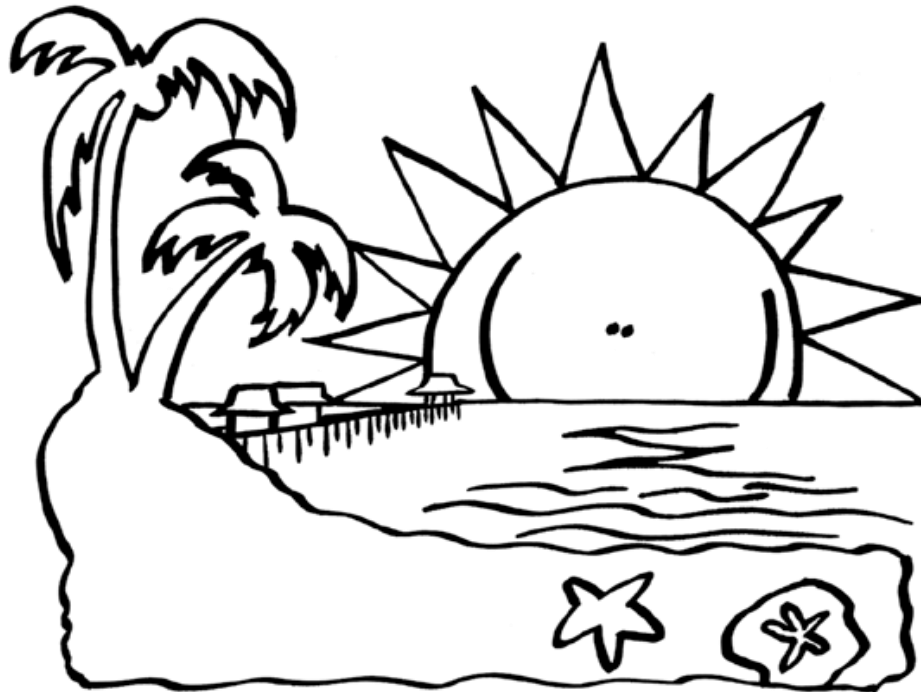


PLEASE KEEP THIS HANDBOOK TO REFER TO THROUGHOUT THE SUMMER



PARENT MANUAL
Summer Camp
2023

REGISTRATION DATES:

CITY RESIDENTS (34102)
CITY OF NAPLES EMPLOYEES
Tuesday, March 14, 2022, at 9:00 am

ALL OTHERS
Tuesday, March 21, 2022, at 9:00 am

OPEN HOUSE: Friday, June 2, 2022, 5:30 pm – 7:30 pm



Summer Camp 2023

Dear Summer Camp Parents and Campers,

Welcome to summer camp with the City of Naples! We are very excited you have chosen to spend your summer with us. As in previous years, we have many fun and exciting activities planned, so get ready to have a great summer!

Your child will be well supervised by TEAM LEADERS/counselors. Our number one priority is the safety of your child. Because of this we do have a few basic rules that must be followed.

Each day your child should have a backpack containing a clearly labeled lunch box, sunscreen, anything required for the daily activities (i.e., swimsuit, towel), and anything else your child will need throughout the day (i.e., change of clothes (RECOMMENDED), eyeglasses/case, retainer case, etc.). A lunch that does not require warming should be packed each day including plenty of drinks as well as two snacks, or money to purchase them. Please be aware that we do not have the ability to refrigerate your child's lunch. Please be advised that staff will notify campers/parents when and if the free breakfast/lunch program begins.

Appropriate athletic shoes must be worn at all times. Sandals may only be worn on pool days. Also remember that video games, toys, cell phones and other personal items should not be brought to camp. The camp staff will not be responsible for your child's belongings. Please remind your child that they are responsible for keeping track of their own things, especially on field trips.

This booklet covers camper rules, drop-off and pick-up procedures, behavior management, field trips, and more. Please feel free to stop by or call the park staff anytime at 239.213.3037, if you have any questions, comments, or would just like to say hello.

On behalf of the City of Naples and the Summer Camp Team, we welcome you to Summer Camp 2023! We look forward to having a GREAT summer with you and your child.

Sincerely,

The City of Naples
Summer Camp Team

SUMMER 2023 CAMP DATES, LOCATIONS, ETC.

Camp Days: Monday – Friday

Camp Hours: 7:30 am – 5:30 pm

Camp Dates: River Park: June 5th – August 4th (NO CAMP JULY 4th)

FLEISCHMANN PARK COMMUNITY CENTER

SPECIALITY CAMPS

1600 Fleischmann Blvd, Naples, FL 34102

Phone #: 239.213.3020

fleischmannpark@naplesgov.com

THE NORRIS CENTER @ CAMBIER PARK

SPECIALITY CAMPS

755 8th Avenue South, Naples, FL 34102

Phone Number: 239.213.3058

cambierpark@naplesgov.com

RIVER PARK COMMUNITY CENTER

SPECIALTY CAMPS/ELEMENTARY CAMP/HS-MS SPECIAL NEEDS CAMP

301 11th Street North, Naples, FL 34102

Phone #: 239.213.3037

riverpark@naplesgov.com

CAMP POLICIES AND PROCEDURES

1. CAMP HOURS:

A. Camp will operate from 7:30 AM to 5:30 PM, Monday through Friday.

B. The late pick-up fee will be \$1.00 per minute every minute past 5:35 PM and \$5.00 per minute every minute past 5:45 PM.

In addition to the fees for late pick up the following will also be true for late pickups:

- 1) The day after a late pick up the parent will receive a notice of late pick up and what if any fees they owe.
- 2) Upon the third late, unexcused late pick up (past 5:30 pm) we will dismiss the child from camp.

Please respect our staff. They work diligently and are tired at the end of the day. We ask you please pick your child up on time from camp.

2. DROP OFF AND PICK UP PROCEDURES:

A. DROP OFF & PICK UP TIMES:

For drop off and pick up you must sign your child in/out with camp staff in the entryway (RIVER PARK ~ Foyer).

B. FIELD TRIPS: (Field trips are TBD this year and a schedule will be put out prior to any trips)

Field trips (with few exceptions) will depart no earlier than 9:00 AM and most are scheduled to return by 4:00 PM. If you miss the bus, we will NOT stop it along the way.

C. OTHER PICK-UP ARRANGEMENTS:

Parents must notify us, in writing, if other arrangements have been made for the child's pick up. For example, if the child is to be picked up by someone not on the authorized list submitted at registration, leave camp alone (i.e., walk or ride bike home), or other special arrangements. Changes to the original pick-up authorization sheet may be made in the camp office. You may not pick your child up from a field trip site.

D. IDENTIFICATION:

Staff may, at any time, request identification before allowing a child to be released from camp. Please realize that this is for the safety of your child and will occur less frequently as the staff becomes familiar with you.

3. CAMPER ASSIGNMENTS:

Campers are assigned to teams by the grade they will be entering the next school year and cannot switch or change teams without prior approval from a camp director. Teams are arranged as follows: Camp teams at River Park will be combined; K-1, 2-3, 4-5-6 and MS/HS (special needs).

4. DISTRIBUTION OF INFORMATION:

A. EMAIL:

All parents are encouraged to provide their email address on the registration form. We will be sending out e-mail reminders throughout the summer.

B. FIELD TRIP & SPECIAL EVENT SCHEDULES (“THE SUMMER TIMES”):

The weekly “Summer Times” will be available in the lobby each Friday. The first “Summer Times” can be obtained during Open House or on the first day of camp.

C. DAILY ACTIVITY & LOCATION SCHEDULE:

A copy of the daily activity schedule will be posted each day outside the camp office as well as distributed to every camp counselor. Parents may obtain a copy of the schedule by making a request when dropping off children in the morning.

5. RAIN POLICY:

Counselors are instructed to watch for inclement weather. If there is lightning in the vicinity, then counselors will bring the entire group indoors as quickly as possible.

6. MEDICATION POLICY:

Due to safety concerns, we will not allow children to hold any medication. We will be happy to hold medication in the camp office once a Medication/Sunscreen Authorization Form has been completed. We will notify the counselors of medication times, but it is ultimately the responsibility of the parent to instruct the child what time and what dosage should be taken. Staff will check the medication card to make sure the proper dosage is being taken. Each time the child is given medication; the counselor will document information on the Medication Administration Record.

7. MISCELLANEOUS:

A. SUNSCREEN

We recommend sunscreen be packed every day. *Parents should apply sunscreen before camp* and encourage their child to reapply it throughout the day. Written permission (via the Medication/Sunscreen Authorization Form) is required from the parent for staff to assist the child in applying spray sunscreen.

B. FIRST AID

There will be a first aid area located in the camp office. Every group will also carry a First Aid Bag throughout the day.

C. SNACK TIMES

Campers should bring two snacks and plenty to drink each day for the designated morning and afternoon snack times. Parents may choose to provide their child with money to purchase a snack from the vending machine. Campers will not be allowed to buy candy in

the morning. Campers will not be allowed to buy soda from the vending machines.

Please do not send too much money with your child! Small change and single dollars are the best. Counselors will not be responsible for any lost money. We do not always have change available. Please be aware that we are not able to provide refrigeration for your child's lunch/snack nor are we able to microwave lunches/snacks

FIELD TRIPS & SPECIAL EVENTS

Please note that you signed a field trip waiver agreement on the original camp registration form

All Field trips are yet to be determined. If we take field trips, we will send out needed information.

CAMPER RULES

1. Campers must listen to and follow directions.
2. Campers are not allowed to hit, kick, push, bite, etc., other campers, counselors, etc. See Behavior Management section for more information.
3. Rough play and fighting are not allowed.
4. Foul/Bad language, gestures, or making fun of "bullying" etc., are prohibited.
5. Campers must wear athletic shoes and socks every day. Sandals, flip flops, etc., are only allowed on beach/pool days. Campers not wearing the proper shoes may be sent home from camp.
6. Bus/Van Rules: Campers must stay seated AT ALL TIMES. No loud noise, yelling, throwing objects, etc. Listen to the bus/van driver at all times. Keep all body parts inside the vehicle. Food, drinks, gum, candy, etc., are not allowed on bus or in van. Children must remain seated until told by the driver to exit the vehicle.
7. We understand the nature of the times and wanting to be connected to your child via cell phone. If you need to talk to your camper, please call 239-213-3037 and we will get them for you.
8. There may be times when older children and younger children are together. Older children must play carefully around the younger children.
9. Campers must stay with team in their designated lunch area during the entire lunch period. Campers are responsible for cleaning up the area and throwing away all trash.
10. Campers should immediately report any problems, injuries, incidents, etc. that

occur, to their counselor or another staff member. We cannot correct a problem we do not know about.

11. Climbing fences, trees, barriers, poles etc., is not allowed.
12. Campers must share equipment and games with fellow campers.
13. Campers are responsible for returning all equipment when finished and will be held responsible for unreasonable damage to any equipment.
14. Please notify us of any illness or medical condition your child may have. We will not allow children to attend camp if they are sick or have a contagious disease. If medication is to be given to your child during camp hours, please leave the medication and complete instructions with the office staff. See Medication section for more information.
15. Campers are not allowed to leave the team, at any time, to go to the restroom or anywhere alone. We use the buddy system at all times.
16. Be sure to put your child's name clearly on everything (towels, bags, hats, etc.) they bring to camp.

BEHAVIOR MANAGEMENT GUIDELINES

Our goal in using any discipline is to instruct and mold good behavior as opposed to simply punishing inappropriate behavior. The staff will try to discipline to the behavior that needs correcting. The staff will prohibit children from being subjected to discipline, which is severe, humiliating, frightening, or associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited by all childcare personnel. Please read the following steps carefully:

1. Preventative Measures:
 - Use of clear directions
 - Communication of age appropriate, positive expectations
 - Explanation of reasons for actions and rules
 - Positive reinforcement (token system)
 - Listening to the child
 - Avoidance of labeling children
 - Provision of challenging activities
2. Discipline Measures:
 - Problem solving with the child (have the child participate in a plan to change the behavior)
 - Use of natural and logical consequences
 - Commitment to follow through
 - Restriction of privileges

3. Failure of Discipline Measures:

- 1st & 2nd Offenses – written warnings; dated and recorded
- 3rd Offense – written warning; child meets with camp director and a parent conference is scheduled
- 4th Offense – one day suspension
- 5th Offense – three-day suspension
- Removal from the program

Every situation will have different circumstances and will likely need to be managed differently.

PLEASE NOTE: We will not handle or physically discipline your child in any way, even if you give permission. If we cannot control your child in a calm manner, then dismissal from camp will be the only and final alternative. We will try to communicate any and all problems with you daily. However, if you have any questions about a time out that occurred or any disciplinary actions taken, please feel free to talk to your child's counselor, and/or the camp director. Parents or guardians are ALWAYS welcome to visit camp!

