



# 2010 Summer Camp Parent Guide

## City of Coconut Creek

### Recreation Complex & Community Center

On behalf of the City of Coconut Creek Parks & Recreation Department, we are delighted that you have chosen our summer day camp program to be part of your child/children's summer experience.

#### **MEET THE STAFF**

Parents will have an opportunity to meet their child's counselors & C.I.T. along with finding out what group their child has been assigned to. Campers will receive their camp T-shirt and parents will have an opportunity to purchase additional shirts for \$10.00 each. (While supplies last)

Come to our "Meet the Staff" day:

Date: **Saturday, June 19, 2010 1pm-2pm**

(1pm-Camp Coordinator Addressing Parents)

**Parents must go to the center where their child is attending camp.**

#### **CAMP LOCATIONS**

Recreation Complex: 4455 Sol Press Boulevard  
954-956-1580

Camp Coordinator – Colette Okamoto  
Hours of Work: 7:45am-4:15pm

Community Center, 1100 Lyons Road  
954-545-6670

Camp Coordinator-Jaimie Korstjens  
Hours of Work: 7:45am-4:15pm

#### **CAMP DATES & HOURS OF OPERATION**

June 21 – August 13, 2010

8 Weeks (9:00am – 3:00pm)-Regular Camp Hours

8 Weeks (8:00am – 5:30pm)-Extended Camp Hours

#### **CAMP STRUCTURE**

Children are placed into groups according to age and grade. Most groups consist of two Summer Recreation Leaders and a Counselor in Training. Campers will be led through a variety of indoor/outdoor games, arts & crafts, special activities and field trips that will be geared toward the theme of the week. Occasionally, campers will view a rated G or PG movie.

#### **CAMP SCHEDULES**

A weekly camp newsletter will be sent home with your child every Friday. Whenever possible, we will list specific arts & crafts projects, professional services and field trip information.

#### **POSSESSIONS**

Campers should not bring any electronics, toys, sports equipment, jewelry, or valuables to camp. The staff cannot be held responsible for the loss or theft of these items.

- Children bringing money for sodas, trips, or snacks should carry it with them at all times. Children should not leave money in their lunch bags/boxes.
- Bicycles - Children riding their bikes to and from camp must bring a chain and lock for security. Bikes must be parked and locked at the bike rack. The City is not responsible for stolen bikes.

#### **CAMP DRESS CODE**

It is very important that campers wear socks, sneakers and cool, comfortable clothing (i.e. t-shirts, shorts). **Flip-flops, plastic shoes, heales and sandals are not proper attire for camp activities.** Excessive jewelry and long dangling earrings are not safe and should not be worn to camp. Hats and sun visors are permitted. Each camper will receive one camp shirt.

- ***Your child/children must wear his/her camp T-shirt on all field trips they attend. This will aid in identifying him or her as part of our group.***

#### **SNACK**

Campers must bring a snack or exact change for the vending machines for snack time (\$.75 cents-\$2.00 dollars).

#### **LUNCH**

All participants are to bring a box/bag lunch daily. Please be sure your child's first and last name is printed clearly on his/her lunch. Your child may purchase a drink (\$1.50-\$2.50) from the vending machine during designated lunchtime. Chewing gum is prohibited. **DO NOT SEND YOUR CHILD WITH A LUNCH THAT NEEDS TO BE MICROWAVED OR REFRIGERATED.**

#### **MEDICINE**

The City is not responsible for holding or administering medication to any camper.

#### **VENDING MACHINES**

It is important that you provide your child with the exact change because the vending machines cannot process change on a daily basis. The office does not supply change for vending machines.

#### **CAMP DISCIPLINE POLICY**

Please encourage children to listen and respect Summer Recreation Leaders, Counselors In Training (C.I.T.) and Camp Coordinators at all times. The City reserves the right to discharge any child from the camp (without reimbursement) for physical contact and continued unruly or disruptive behavior, destruction of property and profanity. In the event that a child misbehaves, the following procedures will be carried out. Suspensions and discharges will result in parent notification, and they will be asked to pick their child up immediately.

**Incident One:** A verbal warning, loss of privileges (sit out or time out). Conduct report issued with parent's signature.

**Incident Two:** A two-day suspension. The parents will be notified and second conduct report issued. No money will be reimbursed.

**Incident Three:** A one-week suspension. Parent notification and conduct report given. No money will be reimbursed. Next step is a discharge from camp.

**Incident Four:** Child will not be allowed to return to camp. Suspensions and discharges result in loss of payments. No money will be reimbursed.



### **CAMP PICK UP AND DROP OFF GUIDELINES**

The following procedures are in place for your child's/children's safety and will be employed throughout your child's/children's stay in our program. The sign-in/sign-out procedures will be at a designated location.

### **CAMP ABSENCE**

Please contact your child's camp location if your child/children will be absent from camp. Attendance will be taken at the start of the program each day. No money will be reimbursed for the days being absent.

### **SIGN IN / OUT PROCEDURE**

Each day campers must check in with a Summer Recreation Leader. A parent/guardian, listed on the authorized pick up section of the camper's registration form, must sign out their child each day and show a picture I.D. at the time of sign out.

**All adults responsible for picking up campers must be able to show picture identification at any time.** In the event that an individual, not named by the legal guardian(s), attempts to gain access to a child, the parent will be contacted immediately. If no one authorized to give permission is available, the child will not be released.

The individual who registered the child for camp has the sole responsibility to notify our office in writing of any changes pertaining to the release of your child/children, including:

- Changes or additions to the list of adults authorized to pick up your child/children.
- Granting permission for your child/children to walk home from camp.
- In the event of an emergency, parents may notify the camp of changes by fax (Recreation Complex 954-574-1465 or Community Center 954-968-5303).

It is imperative that you pick your child/children up as scheduled. Parks & Recreation Department staff is not available to supervise children after their scheduled pick up time. Failure to comply with scheduled pick up times shall result in permanent removal of your child/children from the program. In the event that your child/children is dismissed from the program, there will be no refunds or credits given.

### **EARLY DROP OFF/LATE PICK UP FEE**

This notice is to advise that an early drop-off and late pick-up fee will be assessed to parents that drop off their child more than five minutes prior to the start of camp, or fail to pick them up on time at the conclusion of camp.

Parents/guardians will be required to sign an early/late policy form by the end of the first week of camp.

### **FIELD TRIP INFORMATION - (Field trips subject to change)**

<b>Tuesday, June 22</b>	<b>Museum of Discovery Science/IMAX</b>
<b>Friday, June 25</b>	<b>Trademark Cinemas</b> (Includes popcorn & drink)
<b>Tuesday, June 29</b>	<b>Strikes Bowling</b> (Boca Raton) (Includes pizza & drink)
<b>Friday, July 2</b>	<b>Pump It Up</b>
<b>Tuesday, July 6</b>	<b>Lion Country Safari</b>
<b>Friday, July 9</b>	<b>Broward Center for Performing Arts</b> "Beauty & the Beast"
<b>Tuesday, July 13</b>	<b>Wannado City</b> (Includes pizza, cookie & juice)
<b>Tuesday, July 20</b>	<b>Boomers</b>
<b>Friday, July 23</b>	<b>Trademark Cinemas</b> (Includes popcorn & drink)
<b>Tuesday, July 27</b>	<b>Galaxy Skateway</b>
<b>Friday, July 30</b>	<b>Palm Beach Dreher Zoo</b>
<b>Tuesday, August 3</b>	<b>Fun Depot</b>
<b>Tuesday, August 10</b>	<b>Strikes Bowling</b> (Boca Raton) (Includes pizza & drink)
<b>Friday, August 13</b>	<b>Trademark Cinemas</b> (Includes popcorn & drink)

**REMINDER – CAMPERS MUST WEAR CAMP SHIRTS ON ALL FIELD TRIPS.**