

City of Largo Summer Camps
Registration Sites

Southwest Recreation Complex
13120 Vonn Rd
Largo, FL 33774
727-518-3125

Highland Recreation Complex
400 Highland Ave
Largo, FL 33770
727-518-3016

DATES:

PRE-CAMP: June 10 and June 11

WEEK 1 June 14-18
WEEK 2 June 21-25
WEEK 3 June 28 – July 2
WEEK 4 July 6 - 9 **Closed: Monday, July 5**
WEEK 5 July 12-16
WEEK 6 July 19-23
WEEK 7 July 26-30
WEEK 8 Aug 2-6
WEEK 9 Aug 9-13
WEEK 10 Aug 16-20
Post Camp Aug 23

CAMP PAYMENT SCHEDULE:

The payment schedule for camp is as follows:

- 1/3 Due at Registration**
- 1/3 Due April 16**
- 1/3 Due May 14**

Payments may be made by cash, check, Visa or Mastercard. 1/3 of all camp fees, 100% of pre and post camp fees and 100% of the membership fees are due at registration. The next 1/3 of camp fees are due by April 16 and the final 1/3 are due by May 14. Your registration will be cancelled if full payment is not received by the designated due date. A refund will be processed and openings will be filled from our waiting list. **Last day to request refunds is Friday, May 7. After that date no refunds will be granted.**

REFUND POLICY:

*****All Refunds or transfer of funds must be in writing, and turned in by May 7.****
There is a \$25 processing fee on ALL funds and transfers for any reason!
No changes will be made to registrations after May 7

SIGN-IN AND SIGN-OUT PROCEDURE

1. Parents are to escort their children into and out of camp everyday and sign the appropriate form. This is for the safety of all our campers.
2. If your child walks or rides a bike to camp, you must complete the walk/bike release form, allowing the camper to sign themselves in and out. The camp director will have this form. **CHILDREN ARE REQUIRED TO BE AT LEAST 10 YEARS OF AGE TO SIGN THEMSELVES IN OR OUT OF ANY OF OUR PROGRAMS.**
3. Photo identification is required to pick up.
4. You will be asked to provide a **code word** on the child identification enrollment form. Choose a word easy to remember. The code word is to be used when someone other than those listed on the form as authorized persons to pick up your child is needed. You will need to call the camp, give them the code word and the name of the person picking up your child. That person will then be asked to show identification and give us the code word. Safety is our number one concern and we have put this policy in place to protect each camp participant.

ATTENDANCE AND PARTICIPATION:

Children are encouraged to participate when present, unless sick or injured, in which case, parents will be notified and camper will be sent home. Daily camp attendance is taken, but please notify staff of known absences.

We do ask parents to follow these basic guidelines:

- 1) If your child needs to go home during the day or leave early from camp, parents must follow sign-out procedures.**
- 2) If you need to pick your child up early, please make sure that you personally tell the Camp Director and your child's leader that you are taking the child.**
- 3) Camp starts it's programming at 9 a.m., Please be sure to have your child dropped off before or at this time when possible.**

If your child is not picked up by the designated camp end time, you will be charged a late fee.

LATE FEE POLICY:

The late fee policy for camp is as follows:

For every minute late a \$1 fee will be assessed. After 1 hour we will call the police department.

STAFF:

The City of Largo takes pride in our summer camp programs and hire only the best individuals to serve you and your family. All staff are at least 18 years of age. The majority of the staff are in college, graduated college and/or are teachers. Your child will be assigned to a camp counselor who will call you the week before camp to answer any of your questions. Our staff encourages open communication to ensure that your child has the best possible camp experience with us. Please feel free to stop by or call anytime to discuss any comments or questions with your child's leader, the camp director or the facility supervisor. Just as we love informed parents, we love informed staff members!

All parents must attend one of the parent orientation meetings scheidung below:

Saturday, May 22- 9am for returning parents ONLY; 10:30am for all new parents

Tuesday, June 8- 6pm for returning parents ONLY; 7:30pm for all new parent

**** This orientation is the only orientation offered for Nature, Kid City II, Cool Kids II and Fit to Read Camps**

At the meetings t-shirts will be distributed, directors will review camp procedures, and a meet and greet with the staff will take place.

TELEPHONE:

Please call the **Highland Complex** for information on Cool Kids Camp, Cool Kids II Camp, and Camp Funshine @ **518-3016**

Please call the **Southwest Complex** for information on Kid City Camp, Kid City II Camp, Fit To Read Camp, & Munchkin Camp @ **518-3125**

Other Camps:

½ Day Specialty Camps @ **518-3125**

Skate Park Camp & Sports Camps @ **518-3092**

Performing Arts Camp @ **587-6751**

Dance Camp @ **585-1232**

Nature Camp @ **518-3047**

Golf Camp @ **518-3024**

Tennis Camp @ **403-8588**

Swim Lessons @ Southwest **518-3126** or

Highland Family Aquatic Center @ **518-3018**

CLOTHING:

Send your child to camp in comfortable clothes, appropriate for the weather. Shorts, T-shirts and sneakers are acceptable. **No Heeleys (shoes with rollers in them).** Please send swim suits and towels for swim times. The registration fee includes one (1) T-shirt per child for the summer. **Campers are required to wear camp t-shirts on field trips. Extra shirts will be available to purchase for \$5 at your camp site.** Camp shirts from Largo Summer Camps 2006- 2009 are acceptable as well. **Please label all clothing with your child's name.**

LOST AND FOUND:

The camp will maintain a lost and found area near the sign in table. Please follow the following guidelines:

1. Please label **everything** your child brings to camp, with their full name.
2. Do not send expensive equipment to camp. (No I-Pods, video games, electronics, etc)
3. Have your child leave all toys, games, cards, etc. at home unless otherwise notified.
4. We are not responsible for the loss or damage of any items that your child may bring to camp.
5. At the end of each week all lost and found that is not claimed will go to a charity.

LUNCHES AND CAMP STORE:

1. Please send your child to camp with a sack lunch each day.
2. Send a lunch that will not spoil, in a bag or small lunch box.
3. The campers will **not** have access to a refrigerator or microwave.
4. Please put the child's first and last names on the inside of the bag/lunch box.
5. To avoid problems with money and stealing **we do not use the vending machines at the Recreation Facilities.**

We do have a Camp Store that is opened everyday at snack time. The Camp store operates as follows:

1. Bring in your child's money in dollar amount.
2. That dollar amount will then be put into an account of credit for your child to purchase items at the store.
3. Transferring funds to a different camp is possible. If you are attending a different camp and want the credit to transfer let the camp director at either camp know that you would like to transfer the credit and they will work together to have that completed.

The camp store is designed to eliminate the loss of money or someone stealing it. We do not give refunds for money not used.

Please read our fitness and nutrition policy for camp in this packet!!

MONEY:

Please limit the amount of money you send to camp with your child each day. Stress to your child to keep track of his/her money and keep it in a safe place, particularly for field trips. We are not responsible for any lost or stolen money.

MEDICATIONS:

If your child takes **any medication** you must bring in the medication and we will have you fill out a form telling us the medicine(s) he/she needs to take and whether it needs to be refrigerated.

Anytime your child needs **any** medicine(s) (even aspirin), during the summer we request you bring the medication in to the director and fill out a form explaining:

- 1) **Name of medicine(s).**
- 2) **Times that the child is to get the medication(s).**
- 3) **Dosage amount for each time given.**
- 4) **State that you are giving our staff permission to administer the medication.**
- 5) **The form must be signed and dated by parent or guardian.**
- 6) **Medications kept on a weekly basis only!**
- 7) **Medications should be kept in its original container.**

COMMUNICABLE DISEASE:

No child will be allowed in camp if they have a communicable (contagious) disease. This is for the safety and well being of each child in our care. If your child is dropped off and is contagious, they will be immediately sent home. Below are some of the disease that fall under communicable diseases:

Head lice	Conjunctivitis (Pink Eye)	Ringworm
Nits	Roundworm	Fifth Disease
Chicken Pox		

We will also send home any child who has diarrhea, vomiting, or a fever. Thank you for your cooperation.

AMBULANCE SERVICE:

The summer staff has been trained to call 911 in cases of serious or questionable injury or illness. We would rather be safe than sorry to protect your child. In the event of an emergency in which emergency medical staff warrants that the child be taken to the nearest hospital, transport fees will be the responsibility of the parents or legal guardian. We will contact you and inform you of the fire departments recommendation for transport and either get your approval for the ambulance to do so, or have you pick up the child to transport. The fee for ambulance service currently runs approximately \$600.00. Parents may purchase ambulance insurance from local insurance carriers, if it is not included in their current medical policy.

SWIMMING:

Campers will have the opportunity to swim at the Southwest Pool and/or the Highland Family Aquatic Center. Campers will be required to take a swim test at their first visit to the pool. Please help us give your child the best aquatic experience by making sure he or she has a towel, bathing suit, white tee shirt and sunblock.

SWIM TESTS:

A water safety swim test will be required of all campers who would like to swim every afternoon as part of their camp's activities. The basic pool safety swim test includes:

- 1) Surface swim 25 yards non-stop and unassisted, using any stroke except the back.
- 2) Be able to tread water for 30 seconds

Those that do not pass the swim test will be asked to wear a black wrist band to indicate they are a non-swimmer and to aid the lifeguard staff in assisting those children. Campers who do not bring a suit on a swim day, will be asked to sit in a designated area on the pool deck with other non-swimmers.

SUNSCREEN:

The City of Largo summer camp programs have researched and develop a policy on sun exposure and the use of sunscreen. You will be asked to read and sign a sunscreen policy form at registration that discusses the policy in length. Our goal is to protect each child and prevent any occurrence of sunburn. We will apply sunscreen on swim days 30 minutes prior to going out into the sun. Because the sunscreen we use last for 6 hours and is waterproof, both the sunscreen manufacturers and dermatologist **do not recommend reapplying**. They state it will only cause irritation to the eyes and does not increase the level of protection. We practice this recommendation in our camps when they go to the pool. Outdoor field trips (beach, zoo, etc) we will reapply the lotion if necessary. If you **do want** the staff to reapply sunscreen while swimming, please talk with you child's camp director to ensure your needs are met. **We appreciate any donations of the approved sunscreen to lower camp costs. Please see the director if you are interested in donating some to the program.**

NEWSLETTER:

Each camp provides parents with informative newsletter each week. It is important that parents take a few minutes to read the newsletter for up-to-date information regarding the camp and your child.

PARENT INFORMATION

Keeping our parents informed and parents keeping us informed is very important to the success of our Camp Program.

Parents must contact the center when:

1. Information on your registration or application card has changed.
2. Someone other than those listed on your child's application will be picking your child up.
3. A child is not able to be picked up on time.
4. An incident or change occurs in your child's life that alters his/her attitude or behavior or causes emotional upset (i.e. divorce, loss of a pet, death in the family).
5. Your child has a contagious disease (i.e. head lice, pink eye, chicken pox).

Parents will be contacted immediately when:

1. Your child has received an injury which could require immediate medical attention and/or paramedics have been called. We ask that if we do have to contact you regarding an emergency that you would immediately come and attend to your child.

2. Your child exhibits a medical condition which could be contagious or threatening to others in the program.
3. Your child is ill and is unable to participate in daily activities.

Parents will be notified at pick up time when:

1. Your child receives a minor injury that does not require the service of a professional in the medical field.
2. Your child complains of a non-emergency condition or symptom.
3. Your child exhibits unusual behavior.
4. We want to share your child's accomplishments.

Parent conferences will be scheduled by the Center Supervisor when:

1. Your child exhibits a pattern of disruptive behavior which interferes with the quality of the program or management of other children.
2. Unusual patterns of behavior or participation are observed by the staff.

IMPORTANT DATE(S) TO REMEMBER:

Orientation Nights: Saturday, May 22 or Tuesday, June 8.

Pre-Camp: Thurs & Fri, June 10 & 11

First Day of Camp: Monday, June 14

Independence Day, Monday, July 5 **NO CAMP**

Last Day of Camp: Friday, August 20

Post Camp: Monday, August 23

SUMMER CAMP MOVIES:

As part of your child's camp experience, movie days will be scheduled during each camp week, with the exception of teen camp where movies are not part of the regular schedule. Please check your camp newsletter to find a listing of the movies that will be shown at your child's camp. **As a parent, if you have any concerns with any of the movies please contact your respective camp director with those concerns.** We will make additional accommodations for your child during that particular movie showing.

RECEIPTS/Tax ID Number:

Please keep your payment receipts for refunds and/or tax information. **Our tax ID #59-6000-360.**

PARENT CHAPERONES:

Parents of summer campers may volunteer to attend trips as chaperones. You will be required to fill out a form and a background check will be completed on each parent chaperone with FDLE. Please see any Camp Director if interested. If selected to go on the trip as a chaperone, you will not have to pay for the trip and you will be required to follow a set of rules provided to you at the parent meeting.

SWIM LESSONS:

Swim lessons are available at the Highland Family Aquatic Center Monday – Thursday . There will be not be any lessons the first week of camp. The cost is \$10 for residents and \$12.50 for non-residents a week. The fee covers 4 lessons that week. You may register at any time for these lessons. For more information call 518-3019.

Photo Policy:

Photographs taken by the Recreation, Parks and Arts Department at city programs and events are often used in presentations, display boards, flyers, website, brochures, and city publications. If you do not wish to have your picture or a family member's picture taken, please let the photographer know in advance.

City of Largo Code of Conduct

Please review this code of conduct and sign the corresponding disciplinary policy in this packet.

For safety and fairness to all campers and staff, we expect appropriate behavior at camp. Disciplinary measures will be taken when necessary. In order to insure a safe and enjoyable time for all children, the following rules have been established:

1. Child(ren) must check in/out daily with leaders and staff member stationed at the sign in/out table
2. Written permission is required for child to leave the campsite by themselves.
3. Children will respect all city property and the property of other campers and staff
4. Children must stay in assigned areas.
5. Swearing , name calling, and inappropriate language of a racial, religious, cultural, or sexual nature will not be tolerated.
6. Fighting or rough housing will not be tolerated.
7. Children must obey leaders, teen leaders and rules at all times. Any disrespect will not be tolerated.
8. Children must use all equipment with care and respect.
9. Children must have permission from the leaders to use bathrooms, get a drink, or any activity that would pull them away from their group for any reason.
10. Children must clean their area before going to next activity.
11. Children must keep hands, feet, and objects to themselves.
12. Stealing from anyone will not be tolerated.
13. Running inside any facility (except gym) will not be permitted.
14. Playing tag on the outside play equipment is not permitted.
15. Bathroom rules: ask permission, take a partner, go to the bathroom, wash hands and return to the group. No horseplay is permitted.
17. Children must use inside voices while inside.
18. No feeding the birds, or any animals.
19. Lunch/Snack Time: Clean up your mess, no throwing items on the ground, no throwing items or food, put garbage in garbage cans and remain seated.
20. No excessive aggression or force during a game or activity will be tolerated.
21. Destroying other people's property will not be tolerated.
22. No hitting, kicking, jumping on or horse playing with the teen leaders, leaders, or other children.
23. Do not bring any toys, cd's , cd players, gameboys or other expensive personal property. We are not responsible for loss or vandalism.
24. Use of vending machines is not permitted at city facilities.
25. Weapons of any kind are not permitted.
26. Must follow all pool rules at swim time.

This summer the City of Largo has developed a Anti-bullying campaign called "Choose Respect". The first week a camp each camper will be trained to recognize and react to a bullying situation, in addition, to recognize when they are being a bully themselves. We want to create a positive and safe atmosphere for all children and educating the children on respecting themselves and others. More information will be available at Parent Orientation.

City of Largo's Summer Camp Fitness and Nutrition Policy 2010

The City of Largo is taking a step to growing healthy kids through nutrition, wellness, and activity in our summer camp programs. Our daily schedules will include at least 60 minutes of fitness activity and staff will encourage physical fitness in all children, emphasizing the importance of healthy habits. We have partnered with the National recognized President's Challenge to enhance what we offer to the children at camp and to assist in tracking the progress.

All summer camps will only offer healthy snack options for the campers limiting the amount of "junk food" except on special occasions or camp projects. The only beverages served during the summer camp program will be water, juice or sports drink. **NO SODAS ARE ALLOWED IN CAMP.** Our staff is committed to a positive attitude regarding healthy foods and encourage the importance of healthy eating habits.

Our commitment:

1. Provide at least 60 minutes of physical activity a day
2. Staff will display a positive attitude towards physical activity and healthy eating habits at camp
3. We will only serve water, sports drinks or juice at camp
4. We will serve nutritional options
5. Growing healthy children

Your commitment:

1. Support your child in being physically active outside
2. Remain positive towards physical activity and healthy eating habits outside of camp
3. Do not pack soda in your child's lunch
4. Please pack a healthy for snack time for your child lunch for your child each day
5. Growing healthy children

We want to see our children grow to be healthy and active people. These policies are a proactive approach to address the need to fight childhood obesity and inactivity. We hope you will join in our commitment this summer and beyond towards growing healthy children. Check with your camp director and staff for what they have planned for your child this summer.

City of Largo Summer Camp Staff

REGISTRATION INSTRUCTIONS AND FORMS

Parent/Guardians,

The next few pages are the forms that must be completed when registering. They are:

1. Registration/ID form (front and back)
2. Disciplinary Policy
3. Sunscreen Policy
4. Late Pick Up Policy
5. Medical Release Form (Must be Notarized)

In addition to the forms above, your child/ren must have a valid recreation card good through August 20, 2010 to register for a City of Largo Camp.

Registration Dates:

March 6, 2010: From 8 a.m. - Noon for all Largo Residents. We will not take registration after 12 p.m. Until Monday (3/8/10) morning when the recreational facilities open for business.

March 20, 2010: From 8 a.m. - Noon for all Non Residents. We will not take registration after 12 p.m. Until Monday (3/22/10) morning when the recreational facilities open for business.

Registration Locations	Address	Phone Number
Highland Recreation Complex:	400 Highland Ave	518-3016
Southwest Recreation Complex:	13120 Vonn Rd	518-3125

Camp Information:

More camp information can be found at the above registration sites or by going to www.largocamps.com



City of Largo Summer Camp Child ID Form – 2010

Member #: _____ Exp Date: _____

CAMP ATTENDING	COOL KIDS (HC) BEFORECARE AFTERCARE	COOL KIDS II (BH TEENS)	KID CITY (SW) BEFORECARE AFTERCARE	KID CITY II (SW) (TEENS)	NATURE CAMP AFTERCARE	FIT TO READ	THEATER BEFORECARE AFTERCARE
		FUNSHINE		MUNCHKIN		ATHLETICS	
		PRE OR POST		SPECIALTY CAMP _____			

Child's Name: _____ Age: _____ Gender: _____

Date of Birth: _____ Home Phone: _____

Grade Completed: _____ School Attending in Fall: _____

Address: _____

City: _____ Zip: _____ Nickname: _____

Parent(s)/Guardian(s) Information:

Mother's Name: _____ Home Phone: _____ Cell/Pager: _____

Mother's Place of Employment: _____ Work Phone: _____ Ext: _____

Mother's E-Mail address: _____

Father's Name: _____ Home Phone: _____ Cell/Pager: _____

Father's Place of Employment: _____ Work Phone: _____ Ext: _____

Father's E-Mail address: _____

Who Has Legal Custody: _____ Relation to Child: _____

Address (if different than above) _____ Phone: _____

People Authorized (other than parents) to remove child from program and/or for Emergency:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Password: _____ (Used in case of Emergency or if No Identification is shown. Must be verified by Camp Director, Asst, or Site Manager.)

****Not Authorized To Remove Child !** (MUST submit copy of restraining order)**

Name: _____ Relationship to child: _____

Name: _____ Relationship to child: _____

**Disciplinary Policy
for City of Largo
Summer Camp Programs**

Rules listed in the code of conduct to the City of Largo's Before and After School Programs are enforced to ensure a safe, professional and organized program. The following disciplinary procedures are put in place for the program participants. These disciplinary procedures are designed to help each participant learn and grow as a responsible person in a fair and consistent manner.

Minor infractions of the Code of Conduct will have the following consequences that vary with the developmental level and ages of children in care:

First Offense: Verbal reprimand

Second Offense: Conference with Program Coordinator

Third Offense: Individual circumstances will be considered and the appropriate consequences will occur:

1. written reprimand
2. suspension (1-5 days)
3. permanent suspension from program.

Each offense will be written on a disciplinary action form for the parents to sign and review with coordinator.

Such disciplinary policies shall include standards that 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.

In consideration of the nature of the offense, we reserve the right to implement whichever of the above steps are necessary.

I have read the Code of Conduct and Disciplinary Actions for participants. I understand and agree to abide by these.

parent's signature

child's signature

**City of Largo Summer Camp 2010
Sunscreen Policy and Parent/Guardian Request Forms**

Child's name: _____

Camp Name/Location: _____

Sunscreen Policy

The City of Largo will use a paba free, hyopallergenic and waterproof sunscreen as the at all City of Largo summer camp sites. As a courtesy, the City of Largo agrees to administer this type of sunscreen to your son/daughter to help prevent the harmful effects of sun exposure.

The City of Largo policy on applying sunscreen is as follows: Each child will be given enough sunscreen to apply to his/her skin personally. When necessary, a City of Largo staff member of the same sex as the child will assist each child that may be unable to personally apply his/her own sunscreen. When a child needs such assistance, the staff member will apply sunscreen on only the exposed parts of the child's skin. Children will be requested to apply sunscreen along their suit lines. Also, the staff member will always try to apply sunscreen while another is present.

Parents, please initial the appropriate statement below:

_____ I **GIVE PERMISSION** for the City of Largo summer camp staff to administer the above named sunscreen to my child in accordance with the policy above, and the following conditions below:

1. I, as the parent or legal guardian of the above named child, agree that, at certain times during the course of the summer, sunscreen may not always be necessary during all outdoor activities. I leave the decision to administer sunscreen to my son/daughter to the discretion of my their summer camp director, or individual acting on the behalf of the summer camp director.
2. I, as the parent or legal guardian of the above named child agree that a City of Largo summer camp staff member may supervise the application of sunscreen on my son/daughter, and when necessary, may actually apply sunscreen on the exposed parts of my son/daughter's skin.
Sunscreen Type: _____

_____ I have read the above policy and **DO NOT GIVE PERMISSION** for the City of Largo summer camp staff to administer the above named sunscreen to my child.

_____ My child will be bringing sunscreen to camp to use personally.
The type of lotion I have selected for my son or daughter is _____.

Parent/Guardian Signature

Date

PARENT ACKNOWLEDGEMENT
LATE FEE POLICY

I acknowledge reading the Late Fee Policy and understand that I will be charged the below rates if I am late picking my child up from camp.

I acknowledge that I will physically sign my child in and out of camp. I understand that this will be strictly enforced.

I acknowledge that the following late fees will be assessed when late picking up my child:

For every minute late a \$1 late fee will be charged for each minute.

Parent's signature

Date

Camper Name(s) _____

Name of Camp _____



EMERGENCY MEDICAL RELEASE

Please Print Information

Child's Full Name: _____ Birthdate: _____

Allergies: _____

Medicines Routinely Taken: _____

Name of Custodial Parent(s)/Legal Guardian(s): _____

Address: _____
Street Address (number, apartment #, street) City State Zip Code

Home Telephone () _____ Cell Telephone () _____ Work Telephone () _____

Home Telephone () _____ Cell Telephone () _____ Work Telephone () _____

Family Physician's Name/Health Care Resource: _____

Address: _____
Street Address (number, apartment #, street) City State Zip Code

Telephone () _____

Hospital Preference: _____
Name City

Medical Insurance Company: _____

Policy #: _____ Expiration Date: _____

Emergency Contact (if custodial parent/guardian cannot be reached): _____

Address: _____
Street Address (number, apartment #, street) City, State, Zip Code

Home Telephone () _____ Cell Telephone () _____ Work Telephone () _____

Sign in the presence of the Notary.

I hereby give my consent to any emergency facility and physician to administer necessary treatment to my child _____, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if situation warrants it.

(Child's Full Name)

Signature of Custodial Parent/Legal Guardian (Affiant)

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me on _____ 20_____
(Month) (Day) (Year)

by _____, who is personally known to me or who has
(Name of Affiant)

produced _____ as identification.
(Type of Identification)

SEAL OF NOTARY

Signed: _____
(Signature of Notary)