

**City of Largo  
Summer Camp  
2018 Parent Handbook**

**Registration Locations:**

**Southwest Recreation Complex**  
13120 Vonn Rd  
Largo, FL 33774

**Highland Recreation Complex**  
400 Highland Ave  
Largo, FL 33770

**Community Center**  
400 Alt Keene Rd  
Largo, FL 33770

**This parent packet is used for all City of Largo summer camps. Portions of this packet may not apply to sports and specialty camps.**

**DATES:**

PreCamp at Southwest: May 25  
Week 1: May 29-Jun 1  
Week 2: Jun 4-8  
Week 3: Jun 11-15  
Week 4: Jun 18-22  
Week 5: Jun 25-29  
Week 6: Jul 2-6 \*No Camp on Jul 4  
Week 7: Jul 9-13  
Week 8: Jul 16-20  
Week 9: Jul 23-27  
Week 10: Jul 30-Aug 3  
Week 11: Aug 6-10

**PERFORMING ARTS CAMPS:**

**Hairspray Jr**  
May 29-Jun 16  
**Lion King Jr**  
Jul 16-Aug 4  
**Theater Technical Camp**  
Jul 23-Aug 4

**Specialty and Sports Camps dates vary throughout the summer.**

**PAYMENT SCHEDULE:**

Due at Registration: Membership Fee, Family Registration Fee and two weeks of camp fees. 100% of specialty and athletic camp fees.

**New this year:** The City of Largo is now set up with auto-pay. This allows you to have your camp fees automatically charged to your debit or credit card. Families will need to provide a debit or credit card at registration. Camp fees will be charged two weeks prior to the registered week. A \$20 fee will be charged for any payments that are unable to be processed due to insufficient funds.

**If you do not choose to register using the auto-pay option your camp fees must be paid in full for all registered weeks by Friday, May 11.**

**REFUND POLICY-FULL DAY CAMPS:**

All requests must be submitted in writing no later than Friday, Apr 27. One week of camp fees will be charged for any changes to camp registrations.

**REFUND POLICY-SPORTS & SPECIALTY CAMPS:**

All requests must be submitted in writing no later than one week prior to the first day of camp. There is a \$10 processing fee for all refunds and transfers.

**FULL DAY CAMP OPEN HOUSES:**

These are information meetings that will inform you and your child of the important details and schedule for the summer. This is an opportunity to ask site specific questions, pick up camp shirts and meet camp staff. If you are not able to attend your scheduled camp open house, you will need to allow 30-45 minutes at drop off on the first day your child attends.

Camp Funshine:	Wed, May 23 at 6:30p at the Largo Community Center
Cool Kids Camp:	Mon, May 21 or Wed, May 23 at 6:30p at the Highland Recreation Ctr
Kid City Camp:	Mon, May 21 or Wed, May 23 at 6:30p at the Southwest Recreation Ctr
Southwest Teen Camp:	Wed, May 23 at 6:30p at the Southwest Recreation Ctr
My First Camp:	Mon, May 21 at 6:30p at the Southwest Recreation Ctr
Athletic Adventures:	Tues, May 22 at 6:30p at the Bayhead Action Park
Science & Nature Camp:	Thu, May 24 at 6:30p at the McGough Nature Park
High School Musical:	Mon, May 21 at 7p at the Central Park Performing Arts Center
Willy Wonka Jr:	Mon, Jul 9 at 7p at the Central Park Performing Arts Center
Technical Camp:	Mon, Jul 9 at 7p at the Central Park Performing Arts Center

**PARENT COMMUNICATION:**

Please make sure we have a correct email address on file for you to receive important announcements.

In addition, all of our full day summer camps will be using the the Remind Program for parent communication. If you would like to received text messages with special announcements and reminders throughout the summer, please text the assigned code for your child’s camp to 81010. You may sign up to receive messages from any camp that your child(ren) is registered to attend.

- Kid City A @akidcity
- Kid City B @bkidcity
- Southwest Teen Camp @teencmp
- My First Camp @myfirstcmp
- Athletic Adventures @athadv
- Cool Kids @lcoolkids
- Camp Funshine @cmpfun

**LATE FEE POLICY:**

If your child is not picked up by the designated camp end time, you will be charged a late fee. For every minute late a \$1 fee will be assessed per child. After 1 hour, we will contact the Largo Police Department. This policy will be enforced even if we receive notice from you that you are running late.

**RECEIPTS/TAX ID NUMBER:**

Please keep your payment receipts for tax information. The City of Largo’s tax ID number is 59-6000-360.

**SIGN IN/OUT PROCEDURES:**

1. Parents are to escort their children in and out of camp everyday and sign the appropriate form. This is for the safety of all our campers and a requirement by the Pinellas County Childcare Licensing Board. Please sign your legible full name and the time you are signing your child in and out.
2. Photo identification is required to pick up.
3. Camp programming begins at 9:00a. Please be sure to have your child dropped off before this time. Children will NOT be permitted to sign into camp if they arrive after 9:30a without a doctors note.
4. No drop offs or pick ups will be allowed from field trip locations.
5. Children that are registered under scholarship may not miss more than one day per week.

Attendance and participation in our theater camps is extremely important. If a child misses two or more rehearsals their part in the play may be forfeited.

**CHILDREN PARTICIPATING IN MULTIPLE CAMPS**

The City of Largo offers a variety of half day sports & specialty camps at the three recreation facilities. Children are able to register for a sport or specialty camp while participating in a full day camp. Parents are responsible for paying the weekly fee for both camps. Recreation staff will sign them in/out of the camp if it is on the same site. Transportation is not provided for camps that are held at different locations.

If a child is participating in a sports or specialty camp that conflicts with their regularly scheduled field trip, the parent must choose if they would like the child to miss the field trip or the day of the sports/specialty camp. If they choose to attend the sports or specialty camp instead of the field trip they may join a different group when returning to the full day camp. However, if the full camp is offsite parents will need to make alternate pick up arrangements for that day.

**STAFF:**

The City of Largo takes pride in our summer camp program and hires only the 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. Our staff encourages open communication to ensure that your child has the best possible camp experience. 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!

**TELEPHONE:**

Call the Highland Complex for information on Cool Kids Camp @ 518-3016

Call the Southwest Complex for information on Kid City Teen Camp, My First Camp & Athletic Adventures @ 518-3125

Call the Largo Community Center for information on Camp Funshine @ 518-3131

Call the McGough Nature Park for information on Nature Camp @ 518-3047

**For other camp information call:**

Sports Camps @518-3016

Golf Camp @518-3024

Theater Camp @587-6751

Swim Lessons at Southwest 518-3126

Dance Camp @585-1232

Swim Lessons at Highland Family Aquatic Center @ 518-3016

Science & Nature Camp @518-3047

**CLOTHING:**

Send your child to camp in comfortable clothes, appropriate for the weather. Shorts, t-shirts and sneakers are acceptable. No open toed shoes. 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. **Please label all clothing with your child's name.**

**LOST AND FOUND:**

Each camp will maintain a lost and found at the facility. Please adhere to the following guidelines:

1. Label everything your child brings to camp with their full name.
2. Do not send expensive equipment to camp. (No I-Pods, cell phones, 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. Lost and Found items not claimed by the end of each week will go to a charity.

**LUNCHES:**

1. Send your child to camp with a sack lunch each day.
2. Choose healthy options when packing your child's lunch each day. A copy of our Fitness & Nutrition Policy is included in this packet.
3. Send a lunch that will not spoil, in a bag or small lunch box. (include an ice pack).
4. The campers will not have access to a refrigerator or microwave.
5. Put the child's first and last names on the inside of the bag/lunch box.
6. To avoid issues with money and stealing, we do not use the Vending Machines at the facilities.
7. Pack a spoon or fork if necessary.

**FIELD TRIPS:**

Our full day camps will usually take one field trip per week. Each camp will distribute a calendar at the scheduled orientation listing the planned field trips. The times listed on the calendar are the times the bus is leaving/returning to the facility. Please make sure your child is at camp early enough for attendance and trip announcements. Also, when returning from camp children will need to be accounted for by camp staff before being signed out.

If your child has an appointment or is registered in a half day camp that will require them to miss the bus for the field trip, you will need to arrange for childcare that day. We are unable to provide alternative accommodations for children that are unable to attend a field trip.

Admission for the field trip is included in your camp registration. Children may bring their own money for snacks or additional activities if they choose to do so. All campers must be wearing a camp shirt on the field trips.

**MONEY:**

We ask that you do not send money to camp with your child. If your child does bring money for field trips or special activities, 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 and staff members may not hold any money for children.

**SPECIAL PROGRAMS:**

Some of our camps will participate in special programs and hear from guest speakers. If you do not want your child participating in any of these, please let your camp director know.

Too Good For Drugs: This is an educational program led by the Largo Police Department educating children about the dangers of drug use. This program is designed for the older children in our camps.

Fire Safety: This is an educational program led by the Largo Fire Department educating participants about fire safety.

**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. A doctor's prescription is required in order for our staff to administer any medication (including over the counter medication).

Anytime your child needs any medicine(s), even aspirin, during the summer, we request that you bring the medication in to the camp 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. Complete a form 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 must be kept in their original container
8. A photo of your child must accompany the medicine and form

**COMMUNICABLE DISEASE:**

No child will be allowed in camp if they have a communicable (contagious) illness. This is for the safety and well being of each child in our care. If your child is sick, please make other arrangements for childcare. If your child is dropped off and is contagious, they will be immediately sent home.

We will also send home any child who has diarrhea, vomiting, or a fever and may request a doctor's note in order for your child to return to camp. If your child is sent home, they should not return to camp until they are symptom free for 24 hours. If your child is sent home with head lice, they will need to be nit free and receive clearance from a staff member before returning to camp. 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. When 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 Department's recommendation for transport and either get your approval for the ambulance to do so, or have you pick up the child to transport. If we are unable to reach you or your child's emergency contact, the emergency staff will transport the child to the nearest hospital. The fee for ambulance service currently runs approximately \$1000.00. 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. For your child's safety they 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 and bathing suit. Campers who do not bring a suit on a swim day will be asked to sit in a designated area on the pool deck.

**SWIM LESSONS:**

Swim lessons are available at the Highland Family Aquatic Center for Cool Kids Camp campers and at the Southwest Pool for Kid City campers Monday – Thursday . There will not be any lessons the first week of camp. The cost is \$10 for residents and \$12.50 for non-residents per week. The fee covers 4 lessons that week. You may register at any time for these lessons, but they do fill up quickly. For more information you may speak with the front desk staff. Children must be at camp 15 minutes before their lesson.

**SWIM TESTS:**

A water safety swim test will be required of all campers visiting the pool as part of their camp's activities. The swim test is administered by the lifeguards on staff. 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 (Southwest Pool only)

Those who do not pass the swim test will be asked to wear a special colored wrist band to indicate they are a non-swimmer and to aid the lifeguard staff in assisting those children.

### **SUNSCREEN:**

Children will be participating in outdoor activities on a daily basis and will be exposed to the Florida sun and natural environments with bugs. To avoid sunburns, we recommend that parents apply a waterproof sunscreen to children each day before they come to camp and send in a spray bottle of sunscreen and/or bug spray (labeled with the child's name) for later applications. Due to different needs and allergies, the City of Largo staff will not apply or dispense sunscreen or bug spray, but may assist as needed. Youth will not be permitted to share sunscreen or bug spray and staff is not responsible for lost sunscreen or bug spray.

### **PHOTO POLICY:**

Throughout the summer camp staff may take photos of camp activities. These photos may be used to share with parents through the Remind Program, photo slideshows or a secured photo sharing website. In addition these photos may be used for future marketing purposes within our department. If you do not want your child's photo taken, please notify your camp director.

### **FIELD TRIPS:**

Throughout the summer the camps will be taking field trips to various locations. The cost of the field trip is included in your weekly registration fee. Camp staff will notify you if your child is able to bring additional money for activities on the trip. If you choose to send money in with your child, they are responsible for it. Staff may not hold a camper's money.

For most field trips the children will be bused by an Astro Skate or City of Largo bus. On some occasions a camp director may choose to take a walking field trip, within a two mile radius. Children will be crossed at intersections.

All field trips will be announced ahead of time and posted on the camp calendar. Children must arrive to camp 30 minutes prior to the scheduled field trip.

### **CAMP ROTATIONS:**

The daily activities will be structured around a rotation schedule utilizing the various areas of the camp facilities. These rotations will be between 45-60 minutes each and will include both inside and outside areas. With the high temperatures that are reached in Florida, we ask that all campers bring a water bottle to camp with them to help keep them hydrated throughout the day.

### **SUMMER CAMP MOVIES:**

As part of your child's camp experience, movies may be shown as part of special events or rainy day activities. Our staff will only show G rated movies to our elementary children and PG movies to our Teen campers. Teen camps may show PG13 movies with parent permission.

### **PARENT CHAPERONES:**

Parents of summer campers may volunteer to attend trips as chaperones. You will be required to complete a Level 2 background screening. If you have completed this process with the Pinellas County School Board and have a Level 2 clearance badge, this is acceptable for our camps. Please see your Camp Director a minimum of 2 weeks prior to the field trip date if interested. Parents will be responsible for paying for the cost associated with the background check, the admission for the field trip and providing their own transportation.

### **AMERICAN WITH DISABILITIES ACT**

The City of Largo strives to make its programs, services and activities accessible to qualified individuals with disabilities. The City will make reasonable modifications to the programs, services and activities within the department to ensure accessibility to such individuals. If you feel you need a particular modifications to access any service, please contact your facility manager at least seven days prior to the first day of camp for assessment. We encourage all children to receive the benefits of recreation.

Reasonable accommodations are assessed and made on a case by case basis. Campers should be able to:

1. Have ability to follow basic instructions.
2. Have ability to function in a group structure.
3. Have ability to participate in group activities.
4. Have independent bathroom skills.

## **City of Largo Summer Camp Code of Conduct & Discipline Policy**

Please review this camper 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 ensure a safe and enjoyable time for all children, the following rules have been established.

- ② Any form of bullying will not be tolerated and will result in a disciplinary action.
- ② Children will respect all city property and the property of other campers and staff.
- ② Children must stay in assigned areas.
- ② Swearing, name calling and inappropriate language of racial, religious, cultural or sexual nature will not be tolerated.
- ② Children must obey leaders, counselors in training and camp rules at all times. Any disrespect will not be tolerated.
- ② Children must use all equipment with care and respect.
- ② Children must have permission to use the restroom, get a drink or to leave their group at any time. Children must clean their area before going to the next activity.
- ② Children must keep hands, feet and objects to themselves.
- ② Stealing from anyone will not be tolerated.
- ② Running inside any facility (except the gymnasium) is not permitted.
- ② Playing tag on the equipment is not permitted.
- ② Children should use inside voice while in the facility.
- ② No excessive aggression or force during a game or activity will be tolerated.
- ② No hitting, kicking or horseplay.
- ② Do not bring any toys, electronics or other expensive personal property. We are not responsible for loss or vandalism.
- ② Use of the vending machines is not permitted while at camp.
- ② Weapons of any kind are not permitted.
- ② Must follow pool rules at swim time.

Minor infractions of the Code of Conduct will have consequences that will vary with the developmental level of the children in care. Consequences may include uh-oh note, loss of privilege, verbal reprimand, conference with camp director and/or lead staff, written reprimand, suspension (1-5 days).

Expulsion Policy: In event of a serious infraction or multiple minor infractions that can not be corrected with a discipline plan, a child may be expelled from the camp program. In the event a child is expelled, camp fees will not be refunded.

In consideration of the nature and severity of the offense, staff reserves the right to implement whichever of the above consequences are necessary.

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

Disciplinary actions will prohibit children from being subject to discipline which is severe, humiliating, frightening or associated with food, rest, or toileting. Spanking or any form of physical punishment is prohibited by all childcare personnel.

## City of Largo's Summer Camp Fitness and Nutrition Policy 2018

The City of Largo is taking a step towards growing healthy children 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.

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, milk and 100% juice. **NO SODAS OR ENERGY DRINKS 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:	Your commitment:
Provide at least 60 minutes of physical activity each camp day	Support your child in being physically active both at and outside of camp
Staff will display a positive attitude towards physical activity and healthy eating habits at camp	Remain positive towards physical activity and healthy eating habits outside of camp
We will only serve water, milk and 100% juice at camp	Do not pack soda/energy drinks in your child's lunch
We will serve nutritional options at camp store	Please pack a healthy snack and lunch for your child each day.
Growing healthy children	Growing healthy children

We want to see the 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*