

Island City Summer Camp 2025

Parent Handbook



Life's Just Better Here

Welcome to the Island City Summer Camp Program. We are committed to serving your children with compassion, patience, skill, and respect. Our goal is to foster a collaborative partnership between staff and parents to ensure the best experience for your children. We encourage you to share any concerns, suggestions, or feedback you may have as we strive to continually improve. Our camp is a community for families, and we are dedicated to supporting both your family and our broader community.

Contents

- Parent Handbook**..... 1
- PROGRAM DESCRIPTION 3
- OUR MISSION 3
- CAMP LEADERSHIP TEAM 3
- CAMP DAYS, HOURS & LOCATION..... 4
 - Camp Registration Form 5
 - Medication Record Form (if needed)..... 5
- PAYMENT..... 6
 - REFUND POLICY 6
 - LATE PICK UP FEE CHARGES 6
- SIGN IN & OUT PROCEDURE 6
- WHAT TO LEAVE AT HOME 7
- DRESS CODE..... 7
- MEDICATIONS 7
- HEALTH & SAFETY..... 8
- LUNCHES 8
- WATER 8
- INAPPROPRIATE USE OF EQUIPMENT/PROPERTY 9
- PARENT CORNER..... 9
- EMPLOYER VERIFICATION FORMS 9
- CAMPER CODE OF CONDUCT..... 9
 - Safety 9
 - Respect..... 10
 - Care 10
- FIELD TRIPS 10
- ANTI BULLYING 11
 - Types of Bullying 11
- PARENT SUPPORT 11

PROGRAM DESCRIPTION

The City of Wilton Manors summer camp program is designed for children entering grades K through 5th grade for the 2024-2025 school year. This program runs throughout the 9-week summer break and offers a variety of scheduled activities, including sports, fitness, arts and crafts, music, and special events.

OUR MISSION

It is our responsibility to all of our residents who use our amenities, facilities, products, services and benefits of Leisure Services. We are committed to providing a safe and clean environment with dedicated employees and partners who are qualified to provide outstanding program delivery in leisure activities, special events and many diverse services that meet the needs of our community.

We apply accredited standards among parks, recreation and library establishments. The Leisure Services Team is committed to using current recreational practices to ensure efficiency and effectiveness of our operations and administration. We will continue to provide well-planned and organized recreational and library activities and events. It is our responsibility to preserve and protect the integrity of our natural areas and ensure they exist for the next generation.

We will enhance the quality of life in Wilton Manors by uniting our community with festive, genuine, multi-cultural and multi-generational programs, activities and events. Our common desire is to serve the needs of our residents and display passion and commitment towards achieving our full potential.

CAMP LEADERSHIP TEAM

Our staff members are carefully selected for the Summer Camp Program based on their individual skills and qualifications. Our team includes school teachers, school district employees, college students, and adults dedicated to supporting the well-being of children. To ensure the best experience for your child, all staff are trained in creative recreational programming, positive child discipline, emergency and safety procedures.

Youth Services & Program Supervisor:

Adeesha Davis,

adavis@wiltonmanors.com

Recreation Program Coordinator:

Darcelle Kates

dkates@wiltonmanors.com

CAMP DAYS, HOURS & LOCATION

Camp Site

Stafford Park and Nature Preserve
(Formally Island City Park Preserve)

823 NE 28th Street

Wilton Manors, FL 33334

Payment Location

Hagen Park *or*
Stafford Park and Nature Preserve
2020 Wilton Drive *or*
823 NE 28th Street
Wilton Manors, FL 33305,
Wilton Manors, FL 33334

Camp hours

Monday-Friday
8:00am-6:00pm

Camp Closed 4th of July

Hagen Park Operating Hours

Monday-Thursday 8am-8:30pm
Friday- 8am-6pm

Stafford Park and Nature Preserve

Monday-Friday 8am-6pm

Important Telephone Numbers

Camp Site- Stafford Park and Nature Preserve (954) 390-2115
Main Office- Hagen Park- (954) 390-2130

REQUIRED FORMS

Camp Registration Form

It is the parent's responsibility to ensure that the child's Camp Registration Form is on file at the Registration Office and contains up-to-date information. Proof of grade and age must be submitted at the time of registration. Your child must be entering kindergarten on or before September 1, 2025. Parents will not be permitted to register without proper documentation. Birth certificates are required for children entering kindergarten (5-year-olds). Failure to submit a birth certificate for (children entering Kindergarten for the 2024-25 school year) and a report card for (children entering grades 1st-5th grade for 2024-25 school year) will result in automatic withdrawal from camp and forfeiture of your camp space.

Medication Record Form (if needed)

If your child has special needs including but not limited to ADD/ADHD, Autism, Behavior Disorder, Down Syndrome, other disorder, impairment, or disability and/or has an Individualized Education Program (IEP) or 504 Plan at school, please share this information so that staff can have ample time to prepare and make any necessary modifications. Please ensure the "Special Needs" section is up to date, accurate, and filled out completely on the registration form.

If your child has an IEP (Individual Education Plan) or 504 Plan a Pre-Enrollment Conference must first be completed with the camp director upon registration of The City of Wilton Manors Island City summer camp. Please submit a copy of your child's IEP to Hagen Park Community Center along with your contact information and the director will contact you for a meeting with you and your child.

PAYMENT

Camp charges are based on a weekly fee. Enroll each child in the desired camp week and pay camp fees in full at time of enrollment. This will ensure your child's weekly enrollment is paid for. Please note that enrollment for one week does not guarantee a spot for upcoming weeks, unless they have already been paid.

Methods of Payment: We accept check, cash, and money order, Visa, MasterCard, Discover or American Express. Checks should be Made payable to the "City of Wilton Manors."

SUMMER CAMP FEES		
Registration Fee \$30 per child OR \$45 per family		
	Wilton Manors Resident	Non-Resident
1st Child	\$160 / week	\$180 / week
2nd Child	\$140 / week	\$160 / week
Summer Camp T-Shirts		
Youth Sizes \$10 each (Small, Medium and Large)		
Adult Sizes \$12 each (Small, Medium and Large)		
<i>School Year 25-26 Camp shirts are required on field trip days</i>		

REFUND POLICY

If your child misses any days of summer camp no refunds will be given.

No exceptions under any circumstances.

LATE PICK UP FEE CHARGES

A thirty (\$30.00) dollar fee will be charged for every fifteen (15) minutes the child remains at the site beginning at 6:01 p.m. Fees must be paid prior to the camper(s) returning to camp. Every effort will be made to contact the parent or the other emergency contacts listed on the registration form. If the child is not picked up by 7:00 p.m., Wilton Manors Police Department will be notified to transport the child. Any camper who has more than one late pick up will be dismissed from the program.

SIGN IN & OUT PROCEDURE

At the time of drop off a designated person must walk their child inside of the camp site and sign their child in. The designated pick up person is required to pick up their child(ren) by the stated closing time. A back-up person should be pre-arranged to pick up your child if circumstances prevent you from being on time. ID's will be checked, so please be prepared. All Changes to the pick-up list must be made in

writing, including emergency situations. Phone calls to notify staff of an alternate pick-up person are not permissible.

To ensure the safety and accurate attendance of all of our campers no child can be picked up or dropped off at any field trips at any time.

If your child is a late arrival to camp and the camp has departed for a trip your child will not be able to remain on camp grounds while the camp is gone.

WHAT TO LEAVE AT HOME

ALL items must remain at home including but not limited to iPads, tablets, handheld videogame systems, cell phones, toys, dolls, real or fake weapons, pets, glass containers, playing cards, toy cars and expensive items. **The City of Wilton Manors and the Leisure Services Department is not responsible for any loss, damaged or stolen belongings.**

DRESS CODE

In order to ensure that campers get the most out of camp, remain comfortable and avoid injuries, we suggest light, comfortable clothing, and athletic or tennis shoes must be worn on a daily basis. No open toe shoes or flip-flops are permitted. For their own safety, any child brought to camp in flip-flops will not be allowed to remain at camp. Parents may be contacted if necessary to bring appropriate clothing and or shoes. On field trip days all campers must wear the 2025 camp shirts. Shirts can be purchased at the camp site

MEDICATIONS

***MEDICINE MUST BE IN ITS ORIGINAL CONTAINER, MARKED WITH NAME OF PATIENT/CHILD,
MEDICINE & DOSAGE AND PHYSICIAN'S NAME & CONTACT INFORMATION.
EXPIRED MEDICINE WILL NOT BE ACCEPTED.***

- ◆ Before medication may be administered, a **Medication Release Form** for each medication must be complete and signed by the parent or legal guardian. This form will be kept on file at the Hagen Park Recreation Office and at the summer camp site.
- ◆ The completed **Medication Release Form** must be completed by a physician and faxed or emailed directly from a physician to the camp director.
- ◆ Medication should **not** be sent in backpacks or lunch bags. When refilling the supply, please deliver the refill when picking up participant from the summer camp site. The amount will be counted and logged to verify receipt.

- ◆ Medication will be dispensed by a staff member designated by the City of Wilton Manors, Leisure Services Staff.
- ◆ Any change in type, dosage of medication will require a new Medication Release Form

HEALTH & SAFETY

Children should not attend camp and **MUST** be picked up immediately if the following applies:

- ◆ Fever – 99 or higher
- ◆ Coughing
- ◆ Sneezing
- ◆ Shortness of breath
- ◆ Vomiting or diarrhea
- ◆ Chicken Pox – may return when all pox are dried
- ◆ Head Lice – may return after all lice and lice eggs have been removed.
- ◆ Pink Eye – may return after treatment (prescription eye drops)
- ◆ Scabies/Unexplained Rash – may return after treatment
- ◆ Ring Worm – must be treated with medication and covered (band aids) while at camp
- ◆ Whenever an injury requires attention beyond minor first aid, a phone call will be placed immediately to the parent. Staff will make every attempt to notify the parent, at work or through an emergency contact, before seeking necessary treatment at the doctors/hospital. (Parental release for camp staff to act in an emergency situation is indicated during the registration process). Parents/guardians are responsible for providing medical insurance covering injuries

If a child has one or more of these symptoms the child(ren) will be isolated until a parent

LUNCHES

Parents may send their child with a lunch and snacks from home. Please provide a lunch that will not spoil. Lunches will not be refrigerated or heated during camp hours. Please label all lunches with the child's first and last name. If your child has allergies please inform the program in writing on the registration form at the time of registration.

WATER

It is important that campers drink water to stay hydrated throughout the day. Water will be accessible to campers all day. Your child may also bring a labeled personal water bottle from home.

INAPPROPRIATE USE OF EQUIPMENT/PROPERTY

Children misusing or intentionally damaging another person's personal property or City equipment may be held responsible for its replacement. Such situations will be handled between the parties involved. The City of Wilton Manors will not be held responsible for replacement of items damaged by another child/ren or participant

PARENT CORNER

In regards to custody agreements, a completed legal document must be filed with staff. Staff will adhere to the custody pick-up schedule per the document provided. Any changes/updates to the agreement must be made in writing with a minimum of twenty-four hours' notice including both parents' signatures to confirm both parties' agreement.

If a situation should arise and you have joint custody of your child, we will contact the parent who registered the child. In a joint custody situation, the parent who registered the child is responsible for listing the ex-spouse's address, home telephone number, work telephone number and an emergency number. The parent who registers the child has the responsibility of distributing a copy of this program handbook to the ex-spouse and returning the signed acknowledgement form.

The City of Wilton Manors, Leisure Services Department is not responsible for your child until he or she is signed in upon departure of a parent or guardian, within the advertised start time of the program. We are not responsible for your child/ren after sign out has been completed.

EMPLOYER VERIFICATION FORMS

The Leisure Services Department Administration office will be happy to complete any forms you may have for Childcare Reimbursement. Parents who have employer reimbursement forms for childcare are asked to submit the forms to the Recreation Program Coordinator prior to the last day of the month. The Camp Program Coordinator will complete the forms within Five (5) days upon verification of attendance.

CAMPER CODE OF CONDUCT

Participants are responsible for:

Safety

- ◆ Staying with their Leader, in the program's designated areas, and being an active participant in activities, unless there is a medical reason.
- ◆ Staying in camp until signed-out by an authorized staff member.
- ◆ Behaving in a manner that does not harm or endanger others; i.e. keeping hands, feet and objects to themselves. Fighting/roughhousing and excessive aggression is prohibited.

Respect

- ◆ Demonstrating respect and good manners to all Leaders and fellow participants.
- ◆ Following Leader rules at all times; flagrant disrespect will not be tolerated.
- ◆ Using kind words; profanity and name-calling will not be tolerated.

Care

- ◆ Respecting City property and all facilities therein.
- ◆ For the protection of all participants and to promote environmental awareness, everyone will participate in good housekeeping skills.
- ◆ Respecting the property of others. Stealing will not be tolerated.
- ◆ Demonstrating care for program equipment and using it appropriately.
- ◆ Helping fellow participants and modeling best behaviors and conduct

BUS ETIQUETTE

- ◆ Yelling, inappropriate language, rude gestures, pushing, shoving or teasing other bus riders is not allowed.
- ◆ Keep hands, feet and ALL other objects to yourself.
- ◆ Eating or drinking is not allowed on the transportation buses. (Includes gum or candy.)
- ◆ Respect public and personal property
- ◆ All students are to remain seated until the bus comes to a complete stop or given a directive from staff
- ◆ Campers are expected to have self-control and respond appropriately to the counselor's directives
- ◆ The counselor will set rules and expectations prior to and during the trip, all campers must follow the directions and rules given.
- ◆ **Failure to follow the rules listed may result in dismissal from the program.**

FIELD TRIPS

- ◆ Arrive to camp no later than the departure time listed field trip days. If the bus has left before you arrive at camp, we cannot accept your child that day.
- ◆ Campers should wear their 2025 summer camp t-shirts and tennis shoes on all field trips.
- ◆ If your child is responsible for their own spending and they lose their money or give it to another person, the camp staff will not be held responsible.
- ◆ Camp staff isn't responsible for what a camper purchases on a field trip or how much money your child/ren spends .
- ◆ Staff will not accept any money from parents for the purpose of buying lunch for a child.
- ◆ Campers that require sunscreen will have to apply and reapply by themselves.

ANTI BULLYING

The www.stopbullying.gov website defines bullying as unwanted, aggressive behavior among school aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- ◆ An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- ◆ Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Types of Bullying

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm.
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone and embarrassing someone in public.
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures.

The City of Wilton Manors, Leisure Services Department has a firm policy against all types of bullying. We strive to cultivate a culture of acceptance in which all campers have a safe, positive camp experience. Staff and campers work together, working to identify bullying incidents, encouraging open communication and addressing all bullying incidents immediately.

Disciplinary measures are as follows:

- ◆ 1st offense: Parent will be notified.
- ◆ 2nd offense: One-day suspension from program
- ◆ 3rd offense: 3-day suspension
- ◆ 4th offense: Dismissal from program

PARENT SUPPORT

As the adult, we serve as role models for the children in our program. If you have a concern, with any segment of the program, please address your concerns with the camp supervisor or program coordinator. The City of Wilton Manors Leisure Services Department has set forth a policy of zero tolerance regarding

workplace violence, physical force, harassment, intimidation and abuse of power or authority. Should a situation occur within the program or due to inappropriate actions by parents, we reserve the right to remove the participant from the program.