



# Parent Handbook

## **Philosophy and Purpose**

The Recreation Department maximizes the lifelong benefits of recreation, learning and the arts by delivering innovative programs, inclusive activities, excellent facilities and services to enhance the quality of life throughout the community.

## **Camp Goals**

- Maintain the safety and well-being of camp participants and staff
- Develop campers' independence, self-esteem, and peer relationships
- Teach the importance of a healthy, active lifestyle
- Develop an appreciation for the arts
- Develop an appreciation for the outdoors
- Develop creative and free play

## **How do we accomplish our goals?**

At the City of St Pete Beach Recreation Department, our goals are very important to us. They guide how we plan and execute our summer programs. We have many policies and procedures that provide for the safety and well-being of our campers and staff and make our programs a better place for all. Some of these include policies that guide: sunscreen use, medication distribution, emergency procedures, behavior guidelines, and many more. We also want your child to feel comfortable, relaxed, and happy while in our programs. With that in mind, we choose staff that will guide and support the children in our programs to reach these goals. Children will learn about healthy lifestyles, the arts, and the outdoors in their regular sessions each week. We work hard to give your child a fun and educational summer!

## **Parent Orientation**

Parent orientation will be held over a Zoom virtual call on May 26<sup>th</sup> 2021. This is where we will review all the policies, share details of camp schedules and you can meet the staff. A email notice will go out to you a week prior, With the day and time, as well as the password to get into the meeting.



## Snacks and Lunch

Each camper should pack a lunch and snack each day. Refrigerators and microwaves will **not** be available for use. No Sodas and any candy will be allowed in camp (see fitness and nutrition policy below). If either is sent with the camper, we will take the items and give them to the parents at pick up.

Snack Store: We will have available for purchase healthy snacks in our camp store. This will include items like, pretzels, trail mix, granola bars, fruit snacks, water, and juice. The St Pete Beach Recreation Center no longer has a snack account system, so all money is to be given to the child and is their responsibility.

Hot Lunch Fridays: We are offering a hot lunch option on Fridays. Lunches must be purchased by Thursday to ensure the restaurant will have enough of each item.

## Fitness and Nutrition Policy

The City of St Pete Beach is taking steps 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 a day. Our staff will encourage physical fitness in all children, emphasizing the importance of healthy habits.

We will only offer healthy snack options for campers except on special occasions or camp projects. The staff has a positive attitude in regard to healthy foods and will encourage the importance of healthy eating habits.

### *Our Commitment:*

- Provide at least 60 minutes of physical activity a day
- Staff will display a positive attitude towards physical activity and healthy eating habits at camp
- We will not serve SODA or CANDY at camp
- We will offer nutritional options at camp store
- Growing healthy children

### *Your Commitment:*

- Support your child in being physically active outside
- Remain positive towards physical activity and healthy eating habits outside of camp
- Do not pack soda or candy in your child's lunch or snack
- Pack a healthy snack and lunch for your child each day
- Growing healthy children

We want to see the children grow to be healthy and active people. This policy is a pro-active approach to address the need to fight child 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.

## **Swimming**

The campers will be swimming at the St Pete Beach Aquatic Center at least 2 times a week. Campers will be required to take a swim test at each visit to the pool. Please refer to the weekly schedules for when your child will be swimming. On those days, pack a bathing suit, sunscreen, towel and flip flops/sandals if needed. Label each item with the child's name and have each item in a bag.

Swim tests – a water safety test will be required of all campers who would like to swim as part of their activities. The basic pool safety swim test includes:

1. Surface swim the length of the pool, non-stop and unassisted, using any stroke except the back.

Those that do not pass the swim test will not be given a wrist band to indicate they are non-swimmer. This aids the lifeguard staff in assisting those children. Those campers will be required to stay in the zero-depth area of the pool. Campers who do not want to swim or forget their bathing suit will be asked to sit in a designated area on the pool deck.

## **Sunscreen Policy**

It is the responsibility of the camper to bring sunscreen with them to camp each day or on swim or field days. The City of St Pete Beach policy on applying sunscreen is as follows: Each child will bring their own sunscreen and apply it to their skin personally. When necessary, a City of St Pete Beach 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 staff is present.

Each parent will have the option of declining permission for the City of St Pete Beach staff member to not apply sunscreen to their child on the sunscreen policy and permission form.

## **Sign In and Out Procedures**

Parents are required to escort their children into and out of camp every day and sign the appropriate form by an authorized adult. Permission to sign a camper in and out is given to any person (18 years and older) named on the camp registration form as a parent, guardian, emergency contact or authorized person. ALL authorized persons must show a photo identification to remove a participant from camp.

## **Late Fee Policy**

-Any child left after 5 pm who is not signed up for aftercare will result in being charged the weekly aftercare fee.

-The late fee policy for camp is as follows: For every minute late a \$1 fee will be assessed after 6pm. After one hour (7pm), staff will call the police department.

## Medication

If your child takes **any medication** (includes aspirin, inhaler, etc.) you must fill out our medication form and bring in the medication the child needs to take. All medication must come in its original container. For all medication we must have the following information:

1. Name of medicine
2. Times that the child needs to be administered medication
3. Dosage amount for each prescription
4. Parent/guardian permission for staff to administer medication
5. Form must be completed, signed and dated by parent or guardian

## Medical Procedures

All regularly scheduled St Pete Beach camp staff will be trained in American Red Cross CPR/First Aid/AED. Camp staff are prepared to use basic first aid skills daily to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play.

- Camp staff are authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with soap and water, apply band-aids when appropriate, distribute and assist with the application of cold packs or ice, distribute medication as indicated on a completed medication form, provide more advanced first aid (within the scope of training) as requested by parent/guardian when accompanied by physicians instructions (i.e. epi pen, etc.).
- Camp staff are expected to call either a camper's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
- Camp staff are expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc) always when dealing with ANY medical situation.
- Accidents/incident forms will be completed after any treatment is provided.

## Child Abuse

*Florida statute 39.201 Mandatory reports of child abuse, abandonment, or neglect; mandatory reports of death; central abuse hotline.*

By state law, all agencies that provide children services are required to report questionable bruises or marks that are repetitious and obvious to the staff. Likewise, should a child indicate to a staff member that abuse or physical or sexual, is happening to them, it is the staff's obligation to report the discussion with the Department of Children and Families by calling the Florida Child Abuse hotline.

## Remind App

The remind app is an easy to use app that allows staff to keep parents informed of daily schedule changes or upcoming events that may be added throughout Summer Camp. It is free to download and takes minimal time to set up. Please make sure to download this app so you don't miss any important information this Summer!

## Behavior Management and Bullying

Too often, behavior management is thought of synonymously with punishment; it involves much more. The St Pete Beach camp staff approach behavior management with a positive message reinforcing acceptable behavior and learning as a natural part of growth and development.

In order to accomplish this goal, the staff will use the following steps:

1. Listen and follow directions
2. Do your best
3. Show a positive attitude
4. Work together
5. Have Fun!

If a child intentionally causes physical harm to another child, camp staff, facility or vehicle, will be removed from camp for a minimum of the remainder of the camp day. A parent will be called immediately to remove the child from the program. Before the child is permitted back to the camp program, a meeting between parent, child and camp director will be held.

Bullying is considered a serious infraction and not permitted at camp. Bullying cases will be dealt with on an individual basis, and a decision about future participation will be made after a meeting with the camp director and family.

## **Code of Conduct**

For all camp participants to have a safe and enjoyable experience, all participants must demonstrate good behavior and respect for themselves as well as others. The following is what is expected of each camp participant:

1. Respect the other campers and never bully another camper
2. Respect the property of others
3. Not bring to the camp, nor have in possession, any object that would be harmful to others
4. Keep your hands to yourself: no pushing, hitting, or inappropriately touching a fellow camper
5. Respect and follow the instruction of the camp staff and volunteers
6. Always stay with your group or in designated play area
7. Play games in a fair manner by demonstrating sportsmanship and encouraging fair play
8. Be honest
9. Respect the building, parks and equipment.

## **Photo Policy**

Photographs taken by the Recreation Department at the city programs and camps are often used in presentations, display boards, flyers, website, brochures, camp DVD and other city publications. If you do not want to have your child or any family member's picture in any marketing material, please let the Recreation staff know.

## **Email Blasts**

We provide parents with an informative email each week containing information regarding field trips, special themed days, etc. It is important that parents take a few minutes to read the email for up-to-date information regarding the camp and your child. If you would like this information in paper form, please let the camp director know.

## **Field Trips**

Each week, participants will be going on at least one field trip. See camp calendar of when and where they will be going. There are no additional fees for field trips. Campers should wear their camp shirt on ALL field trips. Any parent interested in chaperoning a trip must have a background check complete at least 14 days prior to trip. If interested in being an approved chaperone, see the camp director.

## Activity List

### St. Pete Beach Summer Camps

The following list includes common activities that occur at camp throughout the summer. Activities may take place daily, weekly, or periodically during the summer. While this is not a comprehensive list, some activities may take place that are not listed.

#### Active Play

- 3 Legged Races
- 4 Square
- Basketball
- Dancing
- Dodgeball
- Football
- Hula Hooping
- Jump Rope
- Jumping
- Kickball
- Running Games
- Running Races
- Scooters
- Skipping
- Soccer
- Softball
- Swimming
- Walking

#### Arts and Crafts

- Clay/ceramics
- Cutting with scissors
- Drawing (crayons/markers/colored pencils)
- Fuse Beads
- Oil Pastels
- Painting (acrylic/watercolor)
- Paper Mache
- Paper Making
- Textiles
- Tie-Dye
- Use of Glitter/Sequins/Feathers
- Use of Glue/adhesives
- Use of Various Tapes

#### Field Trip Activities

- Bowling
- Roller Skating
- Laser Tag
- Electronic games
- Beach going
- Cheering on the Rays
- Swimming, Tubing, Sliding
- Science Exploration
- Aquarium
- Jumping
- Watching movies
- Surfing

#### Miscellaneous

- Carnival Games
- Olympic Games
- Guest Speakers
- Plays/skits
- Reading
- Singing
- Talent Show
- Water Balloons
- Water Play

**Curbside Drop off / pick up procedure**

## Drop Off/ Pick Up

The City of St Pete Beach is dedicated to make sure the kids as well as the parents who attend the summer camp program remain safe and healthy. During this time, we will be implementing a curbside drop off and pick up procedure. This will allow the center to follow CDC guidelines and to continue practicing social distancing. Also, during this time we will be asking parents to allow staff to record all sign in and out actions. Additionally, we will be requiring all parents within the program to sign up with the PikMyKid App. Once registered a tutorial on how the app works will be emailed to you, to successfully sign yourself up with your child.

### **Morning Drop Off: Time TBD**

- Pull Directly up to opening where coaches table is located.
- Let child(ren) out of the vehicle
- Inform the coach who you are dropping off and your name, coaches will proceed to sign your child(ren) in for you.

### **Afternoon Pick Up: Time TBD**

- Pull up into one of the designated pickup parking spots.
- Please use the PikMyKid app to announce you have arrived to pick your child up.
- Please allow 5 Minutes for staff to collect your child(ren) and their belongings and walk them to you.
- \*Please do not come inside unless you are making a payment or to talk to a staff member in the Main Office. If it seems like it is taking an unusually long time for your child to come out, please contact the front office at 727-363-9245.

**If a child needs dropped off or picked up outside of the designated time, please call 727-363-9245 and a member of our recreation staff will assist.**

The City is taking these additional safety measures to insure we are doing everything we can to keep children, families & staff as safe and healthy as possible while still providing an essential service to those who need it.

## COVID 19 Guidelines

During these difficult times, the City of St Pete Beach continues to work to remain COVID-19 free within all our programs. We are following both CDC and DCF guidelines when it comes to childcare, and adult classes. The following examples are steps the City of St Pete Beach are taking to ensure the safety and health of its campers, parents, and staff.

-All staff and campers will be required to wear masks while inside the St Pete Beach Community Center. The only exception will be while groups are eating, taking water breaks, or while the groups are at one of the two parks or pool.

-The City of St Pete Beach is trying to limit the amount of foot traffic that comes through the main lobby area. Please do not come into the facility unless you are making a payment or talking to one of the staff members in the main office.

-We are expanding our curbside pickup from last year, as we will be using the PikMyKid app for child(ren) pick up. Please see the Curbside Pick page of the packet as well as the PikMyKid section of the packet for info.

-Kids will be kept in separate groups throughout the summer in separate locations. Each area will be sanitized after each use, so it is prepared for the next group coming in. Each Group will also still have their own homeroom where they will have snack as well as lunch.

-Buses will also be sanitized after each use to ensure safe use during transportation.

-Kids will also be temperature checked when they arrive to ensure they do not have a fever. If they register a high temperature, they will not be permitted back until symptoms subside.

-The City of St Pete Beach will continue to monitor the CDC, DCF, and Health Department guidelines to ensure the safety and health of each camper, parent and staff member are maintained.

## **PikMyKid App**

The PikMyKid App is a new pick up procedure the City of St Pete Beach has implemented into their Summer and Afterschool Programs. Parents will need to download the PikMyKid app and register once they turn their child(ren)s packet in. The City will link your phone number as well as email up to your child. You will create a login through the app using your phone number and/or email. Roughly two weeks prior an email will be sent with the account builder info as well as a link as to how the app works. This app will be a mandatory app used by parents. A small fee will be added to the child's account for any parent who does not register with the app prior to their first week of enrollment. This fee will continue each week until the parent(s) have registered.