

**City of Largo
Summer Camp
2024 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:

Full Day Camps – Weekly Themes

Week 1: Jun 3-7: Ready, Set, Glow!

Week 2: Jun 10-14: Splish Splash 50 Yard Dash!

Week 3: Jun 17-21: Game of Throws

Week 4: Jun 24-28: Largo's Got Spirit

Week 5: Jul 1-5: Red, White, and Winning (no camp on July 4th)

Week 6: Jul 8-12: Sports Spectacular

Week 7: Jul 15-19: Nothing But Net

Week 8: Jul 22-26: Breaking Records

Week 9: Jul 29-Aug 2: Let's Kick It

Week 10: Aug 5-8: Go For Gold (no camp Aug 9th)

PERFORMING ARTS CAMPS:

Musical Theater Camp

June 3-7

Mean Girls

June 10-29

Madagascar Jr

Jul 8-27

CPPAC Live!

Jul 29-Aug 2

Specialty and Sports Camps dates vary throughout the summer. Visit www.largocamps.com for more details.

PAYMENT SCHEDULE:

Due at Registration: Membership Fee, Family Registration Fee, first and last weeks tuition payment. 100% of specialty and sports camp fees.

AUTO PAYMENTS: The City of Largo is set up with autopay. 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 on Fridays one week 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 Wednesday, May 1.

REFUND AND TRANSFER POLICY-FULL DAY CAMPS:

A cancellation/transfer fee in the amount of \$25 will be applied to the child's account. If you received a discounted rate for a Play Package Summer Deal, that discount will be removed for all weeks of your summer registration when removing a week or more from your registrations. The registered auto debit card will be charged the difference for any pricing adjustments and fees. All requests must be submitted in writing no later than Wednesday, May 1st in order to receive a full refund.

Any requests made after May 1st will be responsible for paying the first and last week of care in full.

Processing time will take 2-3 weeks. Any refunds will be processed and mailed to your address on the account.

REFUND AND TRANSFER POLICY-SPORTS & SPECIALTY CAMPS:

By signing below I understand that 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 – MANDATORY PARENT ORIENTATIONS

Mandatory parent orientations are informational meetings that will review the important details and schedule for the summer. This is an opportunity to ask site specific questions, pick up camp shirts, camp calendars and meet camp staff. Each family must attend one of the date options for their child's camp.

Camp Name	Camp Location	Orientation Date and Time Options (choose one)
Kid City	Southwest Recreation Complex	Thursday, May 23 rd at 10:00 am Thursday, May 23 rd at 6:00 pm Saturday, May 25 th at 9:30 am
Cool Kids	Highland Recreation Complex	Thursday, May 23 rd at 10:00 am Thursday, May 23 rd at 6:00 pm Saturday, May 25 th at 9:30 am
Nature Camp	McGough Nature Park	Thursday, May 23 rd at 6:00 pm

LATE PICK UP 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.

PARENT COMMUNICATION:

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

In addition, all full day summer camps will be using the Procure app for parent communication. If you would like to receive text messages with special announcements and reminders throughout the summer, please ensure we have the correct cell phone number for your household at the time you register. If other family members would like to receive notifications too, 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
- Kid City C @ckidcityc
- Kid City D @dkidcity
- Cool Kids Camp A @ckcampa
- Cool Kids Camp B @ckcampb
- Cool Kids Camp C @ckcampc
- Cool Kids Camp D @ckcampd
- Nature Camp @naturecp

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 sign their children in and out of camp by using the Procure app. Please sign your legible full name and do not use initials. Some camp locations may have curb side sign in/out.
2. Photo identification is required to pick up.
3. Our full day 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 9:00a without a doctor's note. Sport and specialty camps will have assigned start times throughout the day.
4. No drop off or pick up 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 recreation facilities. Children can 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. 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 individuals who are qualified to serve you and your family. 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 manager. Just as we love informed parents, we love informed staff members!

COUNSELORS IN TRAINING:

Many of our camps have counselor's in training (CIT's). Each CIT is assigned to a group leader or camp. A CIT assists the camp by helping support counselors with games, crafts, sport activities and so much more. CIT's range in age from completed 6th grade to entering 12th grade. We choose CIT's that lead by example and are positive role models for our youth.

CONTACT TELEPHONE NUMBERS:

Highland Complex for information on Cool Kids Camp @ 518-3016
Southwest Complex for information on Kid City Camp @ 518-3125
Largo Community Center for information on Specialty Camps @ 518-3131
Largo Golf Course for information on Golf Camps @ 518-3024
McGough Nature Center for information on Science and Nature Camp @ 518-3047
Athletics for information on Sports Camps @ 587-6740 ext 3160
Central Park Performing Arts Center for information on Theater Camps @ 587-6751
Tutterow Dance Academy Dance Camps @ 585-1232

CLOTHING:

Send your child to camp in comfortable clothes, appropriate for the weather. Shorts, t-shirts and sneakers are acceptable. Socks are required for Playworld visits at Highland's 3 story playground. No open toed shoes, boots, or sandals. Please send a swimsuit and towel 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 AirPods, 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 or 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. 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 parent orientation. 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. Children should arrive to camp 30 minutes prior to the scheduled field trip departure time. When returning from camp children will need to be accounted for by camp staff before being signed out. If your child has an appointment that will require them to miss the bus for the field trip, you will need to arrange for care 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. Campers will not be permitted to sign into camp without their Largo Camp Shirt on field trip days. The children will be bused by a contracted bus company and/or one of the City of Largo's transportation vehicles. 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 when taking walking field trips. All field trips will be announced in advance.

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. 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 a select age group of students in our camps.

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

MEDICATIONS:

For safety reasons, staff will only administer emergency lifesaving medication (epi-pens, inhalers). All other medication given during camp hours must be administered by a parent, guardian or adult listed on the child's enrollment paperwork. If your child has a medication that must be administered immediately, prior to the arrival of emergency personnel, you must complete a medication form. **Parents will be required to train staff on how to administer the medication. The medication must have your child's name on it and a photo of the child attached. Medication must be in its original prescription container. Please see the site director to receive a medication form.**

COMMUNICABLE DISEASE:

No child will be allowed in camp if they have a communicable (contagious) illness. This is for the safety and wellbeing 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 ill, 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 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. We will contact you and inform you of the Fire Department's recommendation for transport. 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. 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 Highland Family Aquatic Center. For your child's safety they will be required to take a swim test at their first visit to each pool facility even if your child knows how to swim. 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 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 a surface swim of 25 yards non-stop and unassisted, using any stroke except the back stroke. Those who do not pass the swim test or do not want to take the swim test, will be asked to wear a special-colored wrist band to indicate they are a non-swimmer and possibly a life jacket.

SUNSCREEN AND BUG SPRAY:

Children will be participating in outdoor activities daily 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 lotion sunscreen or bug spray but may assist with aerosol sunscreen or aerosol bug spray as needed. Youth will not be permitted to share sunscreen or bug spray. Staff are 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 Procure 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.

TOYS AND ELECTRONICS:

The City of Largo is not responsible for personal items brought to camp. Unless requested by the camp director, all toys and electronics should remain at home during camp hours. Campers may not, at any time, record or photograph themselves or other campers during camp hours. This includes, but is not limited to, Tik Tok, Facebook, Instagram, and Snap Chat. In order to contact your child during camp hours parents/guardians may call the associated recreation facility. The office staff will assist with any needed communication.

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/PG rated movies to our elementary children.

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 modification 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 large group structure.
3. Have ability to participate in group activities.
4. Have independent bathroom skills.

FITNESS AND NUTRITION POLICY

Our commitment to you:

The City of Largo is taking a step towards growing healthy children by helping them learn about living a healthy lifestyle through nutrition, wellness, and staying active in our summer camp programs. Our daily schedules will include at least 60 minutes of active playing and staff will encourage physical fitness for all children, emphasizing the importance of healthy habits. All summer camps will limit the amount of "junk food" in camp, except on special occasions. **No sodas or energy drinks are allowed in camp.** Our staff is committed to a positive attitude regarding healthy foods and beverages and encourage the importance of healthy habits.

Your commitment during camp:

Support your child in being physical active both inside and outside of camp. Remain positive towards physical activity and healthy eating habits. Do not pack soda/energy drinks in your child's lunch box. **Pack healthy snack and lunch items for your child each day.**

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 Code of Conduct & Discipline Policy

Please review this camper code of conduct and acknowledge the disciplinary policy in this packet when you complete your Procure profile for your child. For safety and fairness to all campers and staff, we expect appropriate behavior at camp. Disciplinary measures will be taken when necessary. To ensure a safe and enjoyable time for all children, the following rules have been established.

- Any form of bullying will not be tolerated and will result in a disciplinary action.
- Children will respect all city property and the property of other campers and staff. Stealing will not be tolerated.
- Children must stay in assigned areas.
- Swearing, name calling and inappropriate language of racial, religious, cultural, or sexual nature will not be tolerated, and will result in disciplinary action up to and including dismissal from camp.
- Children must obey leaders, counselors in training and camp rules always. Disrespect will not be tolerated.
- Children must use all equipment with care and respect.
- 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.
- Children must keep hands, feet and objects to themselves. No hitting, kicking or horseplay.
- Running inside any facility (except the gymnasium) is not permitted.
- Children should use inside voice while in the facility.
- No excessive aggression or force during a game or activity will be tolerated.
- Do not bring any toys, electronics, or other expensive personal property. We are not responsible for loss or vandalism.
- Weapons of any kind are not permitted.
- 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 cannot be corrected with a discipline plan, a child may be expelled from the camp program.

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.