

PARENT INFORMATION - DAY CAMP RULES AND GUIDELINES

REGISTRATION Fees must be pre-paid in full. It is recommended that you pay for the weeks that you want at time of registration in order to guarantee your child's enrollment for camp. Please be sure that all of the information in your registration packet is correct. Parent/Guardian is responsible to keep this information updated and notify staff in writing of any changes in information.

PROGRAM DISCIPLINE POLICY Please review these rules with your child so we can have a great time together! Parents are notified when it is necessary to discipline so we can work as a team to solve potential problem behavior. Positive reinforcement principles will be used to relate to your child. Staff reserves the right to advance to a higher level of discipline if behavior warrants. The County reserves the right to expel immediately from the program any child that is destructive to County, school or personal property.

In the event your child has a discipline problem, a discipline report will be sent home with your child. Your child must return with the form signed by the parent/guardian before he/she will be allowed to further participate in the program.

If your child is suspended for disciplinary reasons, a refund will be given for each full week that has not been used by your child. Once a child is removed from any program, the child will be suspended from all Parks and Recreation activities for the remainder of that year. Each incident will be documented and supervisor notified before child is suspended or removed from program.

FIGHTING—CONTACT MADE 1st Incident: Child will be picked up the day of incident and be suspended for the next day. 2nd Incident: Suspension one week. 3rd Incident: Removal from program.

FIGHTING—NO CONTACT MADE 1st Incident: Removal from activity. 2nd Incident: Child will be picked up the day of incident and be suspended for the next day. 3rd Incident: Suspension one week. 4th Incident: Removal from program.

DISRESPECTFUL BEHAVIOR TO STAFF OR OTHER CHILDREN OR DISRUPTIVE BEHAVIOR 1st Incident: Counsel participant. 2nd Incident: Time out from favorite activity. 3rd Incident: Child will be picked up the day of incident and be suspended for the next day. 4th Incident: Suspension one week. 5th Incident: Removal from program.

PROGRAM RULES

1. Children must stay with assigned group unless reassigned by program staff.
2. Children will show courtesy to fellow children and staff members.
3. Each child is expected to show respect for personal, private and county property.
4. Children will be responsible for using games and equipment properly.
5. Name-calling, cursing, swearing, and fighting will not be tolerated.
6. Children must obey staff members and rules at all times. Disrespect will not be tolerated.
7. Children must ask permission from staff members to leave the group.
8. Children must keep hands, feet, and objects to themselves.
9. Children must clean their area before moving to the next activity.
10. Each program will develop their own individual rules as needed.

SPECIAL NEEDS CHILDREN Any person with a disability requiring reasonable accommodation in order to participate in our activities and programs must call (321) 633-1874 or (321) 455-1380.

ATTENDANCE AND PARTICIPATION Your child is not required to attend the program daily; however, when present, the children are encouraged to participate. As attendance is not required, we will not contact the parent/guardian concerning an absence. If you are concerned that your child did not make it to the program, please contact us immediately at (321) 633-1874 or (321) 455-1380.

Attendance Guidelines:

1. If your child needs to go home during the day or leave the program early, we require a signed note from the parent/guardian prior to dismissal.
2. If you need to pick up your child early, please personally inform a staff member that you are signing out the child.
3. If someone is not listed on the release form, and will be signing out the child, a signed note from the parent/guardian is required prior to dismissal and proof of I.D. is required.

CHECK IN Each child MUST be escorted into the program and checked in and out of the program sign in/sign out sheet DAILY. Please do not drop your child off prior to 7:00 a.m. as our staff is not available to supervise your child before the scheduled program time. If your child is a walker/biker and the release form has been completed, they will then be allowed to check themselves in and out of the program at the appropriate times. ALL late arrivals must be signed in with program staff. Brevard County will not be responsible for children who are not signed into the program.

CHECK OUT Parent/legal guardian must provide names of persons who are authorized to leave the site with a child. Parent/Guardian is responsible to keep this information updated. A legal document must be presented to identify any change in legal custody that affects who is or is not authorized to leave the site with the child. At the time of pickup, proper picture identification and signature will be required.

The After Care fee will be assessed for children remaining after 4:00 p.m. until 6:00 p.m. A late pickup fee of \$20.00 per child will be assessed for children not picked up within 15-minutes after conclusion of the After Care Program. If the parent/guardian is late, a telephone call is appreciated, but does not relieve you of the responsibility of the late fee. Payment of this fee will be required before your child will be allowed back in the program. Repeated abuse of program hours will result in dismissal from program.

FIELD TRIPS Field trips are for weekly registered participants and staff only. All field trips are scheduled in advance and may be canceled at any time. Field trips must be paid for in full the week prior to the scheduled field trip. Program T-shirts MUST be worn on field trips. Additional information will be given the week of the field trip. Please send your camper(s) with a change of clothes on ALL water days. If a child cannot attend a field trip, parents need to make arrangements with the staff supervisor for the child to stay at another camp location for the day.

REFUNDS An application for refund must be received 10 business days prior to scheduled date of use, except for illness or family emergencies, in which case proof must be provided, and the application must be received within 10-days following absence. A processing fee of \$20.00 will be assessed for each refund application. Daily refunds are not available.

DISHONORED CHECKS If your check is returned unpaid by your bank, a minimum service charge based on the amount of the check, along with the face value of the check must be paid in full in cash, certified check or credit card. Your child will not be allowed to attend the program until payment is made in full. Future registrations must be paid in cash, certified check, or credit card. Checks are not allowed to be redeposited.

Minimum Service Fees:

| Check Amount | Fee |
|--------------------|--|
| Up to \$50.00 | \$25.00 |
| \$50.01 - \$300.00 | \$30.00 |
| Over \$300.00 | \$40.00 or 5% of face value of the check, whichever is greater |

EMERGENCY In case of an emergency, the staff will call 911. The staff will make every effort to contact you at the numbers you provided in the registration packet. All expenses incurred as a result of a child requiring medical attention are the sole responsibility of the parent/guardian.

MEDICINE / MEDICAL INFORMATION Medicine may be dispensed to a child if authorized in writing by a parent or legal guardian. Medication forms should be picked up at time of registration. Only a daily dosage is permitted at the program and the medication must be in it's original container. See the site supervisor for specific information required before medication will be dispensed. If your child is ill, do not send him/her to the program. If your child becomes ill during program hours you will be required to make arrangements to pick your child up immediately.

MISCELLANEOUS INFORMATION Your child will be assigned to a staff member throughout the program. Our program goal is not to exceed 1:15 ratio for child to staff member. Children will be transported in vans and buses for scheduled activities only. Staff cannot use their private vehicles to transport participants. Parents are welcome to drop by anytime. Visitors are NOT allowed to attend the program.

LUNCHES / SNACKS Your child will need to bring a lunch and drink daily unless otherwise noted. A morning and afternoon snack time will be allotted; therefore, you may wish to send snacks with your child. We strongly advise bringing a refillable water bottle to camp everyday.

CLOTHING Please send your child in comfortable clothes, which are appropriate for the program activities. No open toed shoes, sandals, or flip-flops are permitted. Shorts, T-shirts, and sneakers are preferred.

HEAD LICE Head lice are common in Florida and do not represent the cleanliness of the program. Any child found with head lice or nits will be isolated and sent home immediately. The child will not be allowed to return to the program until the head is free of lice or nits. Please assist us by checking your child's head daily. Sharing of hats or brushes is discouraged at the program.

MONEY Please limit the amount of money you send with your child to the program. Staff cannot be responsible for your child's money.

ELECTRONICS/TOYS Children are asked NOT to bring cell phones, I-Pods, cameras, or any other personal possession of value that might get broken, misused, misplaced, or stolen during the program. Brevard County is not responsible for lost, stolen, or damaged items.

LOST AND FOUND Please label everything your child brings to the program with their full name. There will be a lost and found box at the program site, please check it often. At the end of the session, all items that have not been claimed will go to a local charity.

By signing I agree to the above rules and regulations set forth by Brevard County Parks and Recreation. Having been informed of the activity to provide supervised recreation for boy/girls, I/we, the parents of the candidate named above, do hereby give my/our approval in his/her participation in any and all of the activities. I/we do assume all risks and hazards incidental to the conduct of the activity, transportation to and from the activities; and I/we do further hereby release, absolve, indemnify and hold harmless Brevard County, its agents and employees, the organizers and the sponsors, any and all of them. In case of injury to my/our son/daughter I/we hereby waive all claims against the County, the organizers, the sponsors or any of the supervisors appointed by them. I/we likewise release from responsibility any person transporting my/our child to or from the activities.

Parent/Guardian Signature: _____
PR137-IND-CA (03/20/09)

Date: _____