

City of Wildwood Parks & Recreation 2023 Summer Camp Registration Packet

Summer Camp Dates:
Monday, June 5 - Friday, August 4
** Please note that there will not be camp July 3rd or 4th! **

*To guarantee your child's spot, you must pay for each week in full at the time of registration.
Camp space is limited and is first come first served.*



2023 Camp Fees:

Program	Resident	Assisted
Summer Camp	\$90.00/week	\$45.00/week

In order to qualify for the assisted rate, you must bring the required paperwork to our office before registration.

Camp Facility: 610 Jackson St, Wildwood, FL 34785
Main Office: 6500 Powell Rd, Wildwood, FL 34785
Office: (352) 461-0134
Camp Supervisor: (352) 626-2170
Hours of operation: 7:30am – 5:30pm
Email: parksandrec@wildwood-fl.gov



PARENT INFORMATION

REGISTRATION

All fees must be paid prior to participation. It is recommended that you pay for the weeks desired at time of registration in order to guarantee participant's enrollment. Please ensure accuracy of the information provided in the registration packet. Parent/Guardian is responsible to keep this information updated and to notify staff in writing of any changes. Checks should be made payable to the City of Wildwood. Please retain your receipt(s), if needed, for the IRS. If you need copies from us, please send us an email at parksandrec@wildwood-fl.gov and allow up to 24 hours for a response.

DISHONORED CHECKS

When a check is returned unpaid by the bank, the original amount of the check plus any bank service charges must be paid in full by cash, certified check or credit card. Participant(s) will not be allowed to attend the program until payment is made in full. Future registrations must be paid by cash, certified check, or credit card. Checks may not be re-deposited.

REFUNDS

An application for refund must be received 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 7 days following absence. Refunds are only provided in the form of a check from the City of Wildwood Finance Department and could take 7-14 business days to process.

DISCIPLINE POLICY

Please review the rules with the participant(s). In the event a participant is involved in an incident requiring discipline, a discipline report will be sent home with the participant. The participant must return the discipline report signed by the parent/guardian before being allowed to further participate in the program. Each incident will be documented, and a supervisor will be notified before the participant is suspended or removed from the program. The City reserves the right to immediately expel any participant from the program.

COVID POLICY

We follow City of Wildwood policies for COVID 19 that are within CDC guidelines. Policies may vary throughout the summer, and we will communicate updates as they occur. We thank you in advance for your understanding and patience through these difficult times.

Staff will be cleaning all surfaces and equipment between uses throughout each day. Children will have their own space to store their belongings during camp. We ask children to not share food during camp to minimize contamination and spread of germs



DROP OFF:

Drop off for camp is no earlier than 7:30 a.m. All campers must be signed in by a parent /guardian over the age of 18. Campers will be dropped off at our Youth Center facility at 610 Jackson Street, all campers will come inside and take a seat in our main hall after sign in.

Our camp activity schedule begins at 9:00a.m.; please have your child at camp prior to this time. If you arrive after 9:00am, parents will be required to wait with their child until camp staff can bring them to their group. If there is a field trip or other such trip planned and the campers have already left the facility, parents will not be able to drop off their camper that day.

AUTHORIZED PICK UP

The following Recreation Division policy has been established for the safety, protection and well-being of your child:

- Pickup for camp will only be permitted at the Jackson Street Youth Center.
- Photo identification is required every time and will be presented to the staff prior to releasing a child from our care.
- Pick-up time begins at 4:00pm.
- Other persons allowed to pick up your child are those authorized in writing by the parent/legal guardian and those listed on the Authorized Pick-Up List provided by the **City of Wildwood**. Any changes to your registration card must be made in person with photo identification.
- **Only persons 18 years and older may pick up a child.**
- Phone calls do not constitute authorization for pick up and will not be accepted.
- If there has been a court order forbidding a particular individual from picking up or having contact with your child, a notarized copy of the letter and the order is required and must be on file at the location where the child is registered to be considered actionable.
- Registered participants on a field trip must leave and return on the bus provided, there are no exceptions. Participants will NOT be permitted to be picked up / signed out of camp while on a field trip. If a trip is scheduled, parents will be required to wait until the campers have returned to pick up, if a trip is scheduled to run longer than 4 p.m., parents will be notified beforehand.
- If your child has an appointment or needs to be picked up before 4 p.m., please leave a note during drop off to avoid any confusion.

If for any reason your child's attendance, routine, or person's authorized to pick up your child changes, you should notify staff immediately. Please discuss any other situations that may apply with management.

LATE PICK UP

For any child picked up after 5:30 p.m., a fee of \$5.00/5 minutes per child will be assessed.

Sickness and/or discipline: if camp staff has called home to report any serious health or discipline issues that require a child to be picked up early, parents/guardians will have 90 minutes to do so before late fees are assessed.



PROTOCOL FOR CHILD RELEASE TO A NON-LISTED ADULT:

City of Wildwood Parks & Recreation staff will ONLY release a child to an adult 18+ listed on the emergency contact/parent pick-up card.

If an adult is not listed and comes to pick-up your child, this is the appropriate method to add them to the list in your absence:

- Email a picture of your driver's license to parksandrec@wildwood-fl.gov
- In the email, please state your name, the child's name who is getting picked up, and by whom you wish to add to the contact card.
- Please put their full legal name as it is listed on their driver's license along with a phone number.

AGES

Camp is for children who are enrolled in/or have completed kindergarten and are at least 5 years old through age 12. *Campers turning 13 may finish out the week they turn 13.*

During camp, children are placed into groups according to their age; please note the other children assigned to their group will fluctuate throughout the duration of the program. There will be activities on the camp schedule where different age groups may/will participate together. Your child may also be assigned to a different counselor throughout the duration of the program; these changes are the result of attendance variations from week to week.

**** Requests for a specific counselor or a specific group will not be permitted. ****



DRESS CODE

- Articles of clothing which display profanity, products, or slogans which promote tobacco, alcohol, drugs, sex or are in any other way distracting, are prohibited.
- Excessive accessories such as hanging chains and hanging suspenders are not allowed. This is for safety reasons.
- Excessively baggy or tight clothing, and clothing which advertises gang symbols or affiliation is prohibited.
- Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited. Tank tops with straps wider than one inch are permitted. Please be advised that spaghetti straps, shirts which expose a bare back, halter tops, and tube tops are prohibited.
- All shorts must be worn at fingertip length, when arms are at sides or longer.
- Tennis/athletic style shoes must be worn daily. All shoes, for safety reasons, must fully cover the toe and heel. **Sandals, flip-flops, clogs, crocs or other styles that do not completely cover the foot and heel are not allowed.**
- Flip flops may be worn on field trips involving water activities. Flip flops may be brought on swimming days but, can only be worn to and from the pool. **Campers must still wear closed toe and heel shoes on swimming days.**
- We suggest that campers avoid wearing jewelry, if possible, to avoid loss, damage or theft. **If any camper is not following the dress code the parent / guardian will be called for a change of clothes. Repeated violations of the dress code can result in loss of field trip privileges and / or suspension.**

Example of dress that is prohibited is below:



WHAT DO I BRING TO CAMP?

- Pack swim attire and towel for any water activity, swim day, or water field trip. Sunscreen is recommended; however, your child must apply their own sunscreen.
- You are responsible for providing your child with a lunch, drink and snack, failure to provide food for your child may result in additional charges.
- Reusable water bottle with their name written on it in permanent ink; this will help keep your child hydrated throughout the day.
- **Extra change of clothes for campers who may be prone to accidents.**

Note: Labeling your child's belongings will help to minimize loss.

CELL PHONES!

Cell Phones are not recommended to be brought to camp. Campers may have their cell phone on them but may only use it to call or take calls from their parents, however, we also have our own phones that campers may use to make calls. If you need to get in touch with your child while at camp, in the pool, or even on a field trip, our office staff is always able to get in contact with the camp supervisor. To contact our office, please call (352) 461-0134. If campers are caught using their cell phones for anything other than contacting parents, it will be confiscated, and the camper sent home for the day.

WHAT DO I NOT BRING TO CAMP?

- Electronics and accessories such as: iPods, Virtual Reality Systems, Bluetooth Headphones, Tablets, and Handheld games (unless assigned as an activity that day).
- Smart Watches
- Skateboards or skates (unless assigned as an activity that day)
- No shoes with wheels permitted at any time
- Wallets, valuable jewelry
- Gum
- Medication or drugs that have not been documented
- Any item that may cause harm to yourself or anyone else
- Any item of value

All items not allowed at camp will be taken away and returned to the parent/guardian. The City will not be responsible for any personal items that are lost, stolen or broken. **Lost & Found items not claimed by Friday of each week will be disposed of. Unclaimed, unlabeled disposable beverage bottles will be disposed of at the end of each camp day.**

MOVIES / VIDEOS

The City of Wildwood will on occasion show movies / videos during camp, the only movies shown will have either a rating or "G" or "PG"



Parks & Recreation

Code of Conduct

A Parent's Role

To ensure that we have an orderly, positive and productive camp the cooperation of campers, Camp Counselors, Camp Leaders and most especially parents is essential. Parents may contribute to the success of the code of conduct by the following:

- Maintaining a positive attitude towards camp.
- Showing an interest in their child's activities while at camp.
- Teaching their child respect for authority.
- Cooperating with camp staff in solving disciplinary problems.

A Camper's Role **Responsibility**

Campers will be expected to take responsibility for their actions or non-actions as well as the consequences they may receive as a result of their individual choices whether intended or not.

Campers have a responsibility to:

- Treat other campers and other camper's belongings courteously and with respect.
- Treat City property, equipment and staff with respect.
- Comply with all instruction and direction from counselors and camp leaders.
- Truthfully answer all questions posed by camp staff.
- Report hazardous or dangerous situations to camp staff, to not act negligently or recklessly by placing other people at risk for injury or placing equipment or property in danger for damage.
- Tell the camp staff immediately if they are being bothered, bullied or harassed by anyone.

This Code of Conduct applies to EVERY camper who is enrolled in the camp program, and shall be in effect on city property, when campers are being transported on buses, and under the supervision of camp staff on field trips.

Participation

Campers have the right to participate in camp programs and activities in accordance with eligibility requirements. Campers also have a responsibility to contribute to these activities in a positive manner. Campers who have persistent misbehavior or disruptions may not be permitted to participate in activities or programs.



Camp Rules

Campers will be expected to rise to the level of the following expectations:

- Campers will obey the rules of camp.
- Campers will respect the position in which all persons in authority serve.
- Campers will not fight or engage in horseplay.
- Campers will not use profane, obscene, indecent, immoral language or gestures.
- Campers will not use abusive language such as slander, public accusation, and racial or religious slurs.
- Campers are not permitted to smoke or use tobacco.
- Campers are not permitted to possess or distribute any material prohibited by law, such as drugs, drug paraphernalia, alcohol, weapons, pornographic material, etc.
- Campers will not commit any act of assault and/or battery on other campers or camp staff.
- Campers will not attempt to harm themselves or make comments/jokes about such topics, any comments made about self-harm will be taken very seriously and reported as such.
- Campers will not make false accusations towards their fellow campers or counselors. If accusations against a camper or counselor are found to be false, the camper making the false accusation may receive disciplinary action. The disciplinary action may be adjusted by the administration according to the severity of the offense.

Parent / Guardians will be notified when a child is having behavior problems. It is very important that children report any instances of bullying or harassing to their counselor or other staff member immediately. We have a zero tolerance policy for bullying or harassment.

Disciplinary Actions

Suspension

Suspension is a disciplinary sanction that orders the temporary removal of a camper from camp for a prescribed period of time. Only the Director or his/her designee may suspend a camper. Before the suspension may be imposed, the camper is entitled to know what violations they are accused of.

Expulsion

Expulsion is the removal of the right and obligation of a camper to attend camp for a period of time.

An expulsion may be imposed for the entire summer camp period. Only the Director or his/her designee will enforce any expulsion of a camper.

Scholarships

A camper participating in the scholarship program that has repeated disciplinary problems will have their scholarship revoked. Only the Director or his/her designee may revoke a summer camp scholarship.



Disciplinary Guidelines

We strive to make our recreational program a wonderful experience. However, there are some basic types of discipline that the City of Wildwood considers appropriate in dealing with poor behavior. The City administers this discipline through a “*Discipline Report*” documenting the *Level of Offense*, the *Occurrence* and the *Consequences* of the behavior. Upon completion of the report by the staff, the original document will be presented to the parent or legal guardian to review and sign. A copy of the “*Discipline Report*” may be issued to you upon your request.

Fighting – Contact Made:

1st incident: child will be picked up the day of the incident and be suspended for the next day.

2nd incident: child will be suspended for one week.

3rd incident: child will be removed from the program.

Fighting – No Contact Made (verbal):

1st incident: child is removed from the activity.

2nd incident: child will be picked up for the day of the incident and be suspended for the next day.

3rd incident: child will be suspended for one week.

4th incident: child will be removed from the program.

Disrespectful behavior or disruptive behavior:

1st incident: child is counseled.

2nd incident: child receives time out from the activity.

3rd incident: child will be picked up the day of the incident and be suspended for the next day.

4th incident: child will be suspended for one week.

5th incident: child will be removed from the program.

Extreme/Severe Offenses:

Please note that the camp supervisor holds the right to issue higher levels of discipline at their discretion depending on the severity of the offense. A child may be immediately expelled from the program if the camp supervisor deemed the offense severe enough. Examples of such offenses can include but are not limited to, assault on a camper or staff member, vulgar or hateful speech, vandalism, etc.

We understand that certain changes in routine, medications, and home environment can occasionally cause behavioral problems, so we indicate on the form how many times an offense has occurred. When a particular behavior has occurred more than once, staff can administer consequences related to a higher offense.

Please note that our programs are not designed to provide one-on-one supervision for your child. The City of Wildwood has the right to dismiss, suspend, or expel your child from the program as a result of continuous or repeated inappropriate behavior.



Wildwood Parks and Recreation Summer Camp Field Trips 2023

Camp Week	Field Trip/Activity	Date of Activity
Week 1	AMF Bowling	Thursday, June 8
Week 2	Jungle Zone	Thursday, June 15
Week 3	AMC Little Mermaid Movie	Thursday, June 22
Week 4	ZooTampa	Thursday, June 29
Week 5	Skate World	Thursday, July 6
Week 6	Dave & Busters	Thursday, July 13
Week 7	Sky Zone	Thursday, July 20
Week 8	Tampa Bay Rays Game	Wednesday, July 26
Week 9	Funspot	Thursday, August 3

Field Trip Policy:

Campers must arrive no later than 8:00am on the day of a field trip!

All campers must be signed in and on the bus at time of departure. We will not be able to wait for campers who arrive late to camp that day; we are asking parents to do their best to be here on time whenever there is a field trip.

IF YOU DO NOT WANT YOUR CHILD TO ATTEND A FIELD TRIP, you will need to notify camp staff in advance. Camp will not be offered on-site to those who do not wish to attend the field trip and campers will need to stay home.

****CAMP SHIRTS MUST BE WORN ON FIELD TRIP DAYS****