



CITY OF ST. CLOUD

Summer Camp Registration Packet

Packet Instructions:

Please read all information and complete the following forms:

Medical Release and History (*yellow form page 13*)

Medication Storage/Administer (*yellow form page 14*)

Green Camp Registration card, **but do not sign**

Both portions of Green Authorized Pick Up cards

**To guarantee your child's spot for each week needed
you must pay for each week in full and in advance.
Summer camp space is limited and first come first serve.**

The standard camp fees: Residents: \$60.00 per child / per week
Non-Residents (outside Osceola County): \$70.00 per child / per week

Camp payments paid for 9 weeks in full shall receive 10th week free.

Community Support Program:

The Community Support Program allows children that qualify for free and reduced lunch through Osceola County Public schools to be eligible for reduced Parks and Recreation camp fees. To participate in the Community Support Program, participants must provide proof of program eligibility from Osceola County Public Schools at the time of Registration.

Participants that qualify for reduced lunch: \$30.00 per child / per week

Participants that qualify for free lunch: \$20.00 per child / per week

DATES AND HOURS

Summer camp consists of 10 weekly sessions from June 13, 2011 – August 19, 2011. Program hours are 7:00a.m. - 6:00p.m., Monday through Friday with the centers being closed on July 4th for Independence Day.



CITY OF ST. CLOUD

PARKS & RECREATION 2010-2011 Camp Programs

Program hours are 7:00a.m. - 6:00p.m.

Drop Off: Drop off for camp is no earlier than 7:00a.m. All Youth camp must be signed in by a parent /guardian over the age of 18. Teen and Tween campers are allowed to sign themselves in each morning, but are required to have a parent/guardian sign them out. Campers will be dropped off in the courtyard area between building A and building B of the Civic Center. Youth campers will go to Gym A after sign in and Teen and Tween campers will go to Gym B after sign in.

*Our camp activity schedule begins at 9:00a.m.; please have your child at camp prior to this time.

* CHILDREN PARTICIPATING ON THE FIELD TRIPS MUST ARRIVE BY 8:30A.M. ON ALL FIELD TRIP DAYS!
Regardless of field trip departure time, we need to know an EXACT count before 8:45a.m.

Pick Up: Pick up for camp prior to 4:00pm will only be permitted at the front office of building A. Photo identification is required every time when picking up children. Between 4:00p.m. and 6:00p.m., the Civic Center's 17th Street entrance may be used in addition to the front office for child pick up.

*Please be prepared to wait if you pick your child up before 4:00p.m. as camp activities are held in various areas around the Civic Center complex.

*If your child has an appointment, please leave a note with the front office to avoid a wait time.

AGES

Youth camp is for children who are enrolled in/or have completed kindergarten and are at least 5 years old through age 10. For children enrolled in or completing kindergarten please provide their last report card.

Tween camp is for youth who are ages 11-12, and Teen camp is for youth who are ages 13 - 14. *Teen campers turning 15 may attend camp until the day before their birthday.*

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.**

FIELD TRIPS

Field trips are not included in the cost of camp registration. It is not required that your child attend the field trips. Camp is still available for all children not electing to participate in a field trip. If your child is participating in the field trips, payments must be received no later than the Friday prior to the field trip date. We have to pre-purchase field trip tickets and bus arrangements. Meal tickets are included in the price of the field trip; we will not take food on any field trip. There will be **No Exceptions and No Refunds.** It is required that campers participating on the field trips wear their camp T-shirt, campers are required to be wearing their t-shirts when they are dropped off for the day. **No Exceptions.** Any season pass holders participating in a field trip are still required to pay for the meal voucher and transportation cost for the field trip.

Spending Money- Teen and Tween campers are allowed to bring up to \$20 and Youth campers up to \$10 spending money on field trips.



CITY OF ST. CLOUD

DRESS CODE

- Clothing: All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste.
- 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 finger tip 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.**
- One piece bathing suit must be worn during open swim time at the pool.
- 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 and / or suspension.

Example of dress that is prohibited is below:





CITY OF ST. CLOUD

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.
- Bring lunch, drink and snack when needed (lunch schedule will be provided prior to camp starting).
- Water bottle with their name written on it in permanent ink, this will help keep your child hydrated throughout the day.

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

WHAT DO I NOT BRING TO CAMP?

• **CELL PHONES!**

Cell Phones are not permitted and will be taken away. If a camper is caught with a cell phone while under the supervision of the camp staff they may be sent home for the day. Should 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 counselor.

- Electronics and accessories such as: Radios, CD Players, MP3 Players, I-Pods, Hand held games (Game Boy, PSP, etc.) (unless on a designated game day)
- Skateboards or Skates (unless on a designated skating day)
- No shoes with wheels permitted at any time
- Purses, Wallets, Valuable Jewelry
- Toys of Any Kind, Collector Cards
- Gum
- Money is ONLY allowed for field trips
- Any item that may cause harm to another person
- 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.**

FOOD SERVICE

The Summer Food Program hosted by the Department of Education will provide a free lunch and snack daily, during weeks 2 through 9 of summer camp. If your child is participating on a field trip, lunch will be included in the cost of the field trip. **You will have to provide a lunch and a snack for your child / children during week 1 and week 10 of summer camp.**

MOVIES / VIDEOS

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



CITY OF ST. CLOUD

AUTHORIZED PICK UP

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

- Photo identification is required every time and will be presented to the staff prior to releasing a child from our care.
- Other persons allowed to pick up your child are those authorized in writing by the parent/legal guardian and those listed on the Parent Contact Information form provided by the **City of St. Cloud**. Any changes to your Registration card must be made in person.
- **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 of the order is required and must be on file at the location where the child is registered in order to be considered actionable.

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 6:00 p.m., a fee of \$10/child will be assessed for every 15 minutes, or portion thereof. Late fees must be paid before the child returns to camp.

REFUNDS

Camp refunds are given at the discretion of the department director or his/her designee. A \$25.00 or 20% administrative charge will be assessed for each refund check requested. The administrative fee will be determined by program fee. If the program is discontinued or augmented, a refund will be given on a prorated basis. **There will be no refunds after the session begins or if the participant is dismissed for disciplinary reasons.**

Program	Resident	Non-Resident
	Standard/Reduced Lunch/ Free Lunch	
School’s Out, Fun’s In	\$20.00/\$15.00/\$10.00 day	\$25.00/day
Spring Break Camp	\$60.00/\$30.00/\$20.00 week	\$70.00/week
Summer Camp	\$60.00/\$30.00/\$20.00week	\$70.00/week
Hopkins Spring Break Camp	\$50.00/\$25.00/\$15.00week	\$70.00/week
Specialty Camp	\$50.00/\$45.00/\$15.00week	\$70.00/week
Winter Break Week 1	\$45.00/\$25.00/\$15.00week	\$70.00/week
Winter Break Week 2	\$45.00/\$25.00/\$15.00week	\$70.00/week

The Community Support Program allows children that qualify for free and reduced lunch through Osceola County Public Schools to be eligible for reduced Parks and Recreation camp fees. To participate in the Community Support Program, participants must provide current proof of program eligibility from Osceola County Public Schools.

ALL CAMP REGISTRATIONS MUST BE PAID IN FULL TO SECURE AVAILABILITY.



CITY OF ST. CLOUD

Parks & Recreation 2010-2011 Camp Programs **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.

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.

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.

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.



CITY OF ST. CLOUD

Summer 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.
- Camper will not use abusive language such as slander, public accusation, and racial or religious slurs.
- Campers are not permitted to smoke or use tobacco while under the supervision of camp staff.
- 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 make false accusations towards their fellow campers or counselors. If accusations against a camper or counselor are found to be false, the camper lodging 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 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. All level 2 offenses will result in suspension. (See discipline information)

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.



CITY OF ST. CLOUD

The City of St. Cloud will be offering 10 full scholarships for Summer Camp 2011.

Who is eligible for scholarship assistance?

- Residents of the City of St. Cloud/Osceola County. Both the child and parents must reside.
- Students that are in grades K – 8; students that have just completed kindergarten must provide a progress report.

Additional Requirements:

- Applications must be received by Friday, April 1, 2011.
- A letter of recommendation is required from a non family member stating why recipient should receive a scholarship.

NOTE:

- The Parks and Recreation department will review all applications to determine eligibility requirements were met.
- All eligible applications will be put in a lottery for a drawing.
- Awarded scholarship letters will be mailed out April 11, 2011.
- Only one scholarship may be given per child per summer; however, more than one child per family can apply for assistance.
- This Scholarship Request form does not register your camper for camp.
- If you have already registered your camper, you are responsible for full tuition if a scholarship is not awarded.
- A child's Scholarship will be revoked if the code of conduct is violated which includes but, is not limited to, our no touching policy; please refer to the code of conduct section in your registration packet.

More information can be obtained by emailing: parksandrecreation@stcloud.org or by calling the Civic Center at (407) 957-7243



CITY OF ST. CLOUD

Parks and Recreation

2011 Summer Camp

Discipline Information

We strive to make our recreational program a wonderful experience. However, there are some basic types of discipline that the City of St. Cloud 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.

There are three different *Levels of Offenses*.

Level 1: includes breaking rules and regulations; disrespect of self, other participants, or staff; disruptive behavior; and verbal abusiveness

Level 2: includes biting; horseplay / rough housing; threats to harm themselves or others; harming themselves or others

Level 3: includes fighting, vandalism, assault on a staff member or fighting with an object used as a weapon

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.

The consequences considered appropriate in dealing with a Level 1 Offense are: time out with the group, time out without the group, and writing exercises. Consequences of a Level 2 Offense include: quiet activities without the group and activity privileges removed. Level 3 Offense consequences include: dismissed from the program for a day and suspension or expulsion from the program, depending upon the progressive behavior problems that have occurred.

In addition, a Level 2 or Level 3 offense as listed above are considered infractions where immediate steps are necessary. The child will be removed from the activity or other participants and the parent or legal guardian will be called immediately to come pick up the child. The consequences of such actions can be daily program dismissal, suspension, or expulsion, depending on the severity of the behavioral problem and the number of occurrences.

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



CITY OF ST. CLOUD

PARKS & RECREATION 2010-2011 Camp Discipline Report

Date: _____ Complex: _____

Child Name: _____ Age: _____

DESCRIPTION OF INCIDENT/CORRECTIVE ACTION

I. First Occurrence II. Second Occurrence III. Third Occurrence IV. Other _____

Level 1 Offense:

- I. Breaking rules and regulations
- II. Disrespect of other participants or staff
- III. Disruptive behavior, verbal abusiveness
- IV. Other

Level 2 Offense:

- I. Biting
- II. Fighting
- III. Threats to harm themselves or others
- IV. Assault on staff

Level 3 Offense:

- I. Vandalism or Fighting With An Object Being Used as a Weapon

Consequences:

- Time out with the group
- Time out without the group
- Writing Exercises
- Quiet Activities without the group
- Activity privileges taken away
- Dismissed from program for the day
- Suspended
- Dismissed from program
- Expulsion

Other Information:

_____ Time Out

_____ Time In

_____ # of Days

_____ Start Date

_____ Return Date

Parent/Legal Guardian contacted Yes No Time: _____

Staff Print Name: _____

Staff's Signature: _____

Participant Print Name: _____

Participant's Signature: _____

Parent's Print Name: _____

Parent's Signature: _____

OFFICE USE ONLY

Recreation Specialist's Signature _____

Recreation Manager's Signature _____

Director or Designee's Signature _____

Date _____

Director or Designee must review all Level 3 offenses or any discipline resulting in suspension or expulsion.



CITY OF ST. CLOUD

St. Cloud Parks and Recreation Summer Camp Field Trips 2011

Week	Date	Field Trip Location	Price	Lunch Provided
1	No Field Trip Week 1			
2	June 23	Fun Spot	\$28.55	Corndog, Hot dog, or Chicken fingers with fries or chips, cookie and refillable drink
3	June 30	Wet N Wild	\$36.35	Hamburger/Hotdog beans, chips, drink and dessert
4	July 7	Orlando Science Center	\$23.89	Subway ham & cheese, turkey & cheese, veggie or PB&J with chips, cookie and drink
5	July 14	Typhoon Lagoon	\$50.13	Meal Voucher for entrée, side, dessert & drink
6	July 21	Skate Reflections	\$13.80	1 slice pizza, popcorn and drink
7	July 28	Forever Florida	\$38.25	Chicken tenders, fries, lemonade or sweet tea
8	August 4	Wonder Works	\$24.39	2 slices pizza, cookie and drink
9	August 11	Arabian Nights	\$20.88	Chicken tenders, macaroni n cheese and drink
10	No Field Trip Week 10			

**CHILDREN PARTICIPATING ON THE FIELD TRIPS MUST
ARRIVE BY 8:30 A.M. ON ALL FIELD TRIP DAYS!**

Regardless of field trip departure time,
we need to know an EXACT count before 8:45a.m.

Payments

Registration and payment for field trips is due the Friday of the week prior to the scheduled field trip, there are no exceptions.

Authorized Pick Up

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.

Requirements

All campers must wear Summer Camp T-shirts on all field trips (No Exceptions). Those children that do not pass the swimming skills test will be considered Non-Swimmers and will not be permitted to participate in field trips with water parks as the destination, and will be encouraged to participate in swimming lessons available at the Chris Lyle Aquatic Center.



CITY OF ST. CLOUD

March 1, 2011

Parents,

As a safety concern for all our campers swim tests are required. To be able to go on any of the water type field trips the camper must pass the swim test.

If your camper received a red swimming band it might be for any of the following reasons:

- Cannot swim to instructor two feet away
- Cried and refused to even try to swim to instructor two feet away
- Swam to instructor two feet away but barely made it
- Tires easily and cannot float on back to regain strength
- Refused to even get in the water for a swim test
- Panics when swimming or treading
- Continually grabbing at the instructor or anyone close by

If a parent requests another swim test for their camper the test will be conducted on the campers next scheduled swim time at camp.

Swim lessons are not part of the summer camp curriculum. If you would like to have swim lessons for your child they are offered throughout the summer. Please let us know if there are any concerns you have for your camper this summer.

Thank you,

Beth Walters

Beth Walters
Aquatic Specialist
City of Saint Cloud
407-957-7244

[Seventy-five percent of our planet is water - can you swim? ~Author Unknown](#)



CITY OF ST. CLOUD

Medical Release and History

Health Statement: (to be completed by Parent / Legal Guardian and/ or Medical Doctor YES responses will require an explanation) Please note that the **City of St. Cloud** administers prescribed medication. Completed Authorization to Administer / Store Medication form must be filled out.

	YES	NO
• Respiratory Problems – Asthma, persistent cough, etc.	___	___
• Heart Problems – high/low blood pressure, chest pains, etc.	___	___
• Kidney, stomach, gall bladder or liver problems	___	___
• Diabetes, hypoglycemia	___	___
• Recent fractures, illness, exposure to contagious disease, etc.	___	___
• Eye, ear, nose or throat problems-skin disease	___	___
• Allergies-bee stings, ant bites, plants, sun, food, penicillin, etc.	___	___
• Nervous disorders – epilepsy, convulsions, dizziness, etc.	___	___
• Emotional disorders – frequent anxiety, excessive fears, etc.	___	___
• Any hospitalization in the last two years?	___	___
• Do you have any physically limiting conditions?	___	___
• Do you currently take medication?	___	___
• Behavior problems that require medication	___	___

Explanations: _____

Parents / Guardians will be notified by the staff nurse or the administrative staff in the event of an injury / illness. The staff nurse is the only one qualified to make a medical evaluation. The parent / guardian will make the final decision regarding the child. Please advise your child to report all injuries / illnesses to a staff member immediately.

Emergency Medical Treatment: I understand that every effort will be made to contact the parent(s) or legal guardian(s) of the participant.

Parent/Legal Guardian Name _____ Daytime phone _____

Family Physician/Clinic _____ Location _____ Phone Number _____

Signature of Parent / Legal Guardian

Date



CITY OF ST. CLOUD

St Cloud Parks and Recreation Authorization for Camp Personnel to Administer/Store Medication

Camp personnel will not administer/store medication unless authorization is complete. Only necessary prescription medications will be allowed. Medication must be received in the original container with the campers name, prescribing physician's name and amount to be given in writing either on or accompanying medications. Medications must be brought in and picked up by parent or responsible adult. No over the counter medications will be accepted.

Campers name _____ DOB _____ Group _____

I, _____ parent/guardian of the above camper authorize camp supervisor or supervisor's designee to store /administer the medication listed below to/for my child. I understand the camp personnel will not be held responsible for possible side effects of said medication.

Name of medication _____

Name of physician prescribing medication _____

Date to begin medication _____ Date to end _____

- Administer: mouth
 Ear left/right/both
 Eye left/right/both
 Other _____

Amount to be given _____ Time to be given _____

Purpose of medication _____

Side effects/special instructions _____

Parent/guardian phone number _____

Parent signature _____ Date _____

Acknowledgement of medication

date received	medication	amount	received from	received by	date returned	returned to	returned by

Supervisor/designee Signature _____

Supervisor/designee Signature _____