CITY OF TREASURE ISLAND, FLORIDA
CHILDREN'S RECREATION PROGRAMS

PROGRAM DATES: May 30 through August 4, 2017
August 7-9, 2017

PROGRAM CLOSED: Tuesday, July 4, 2017

PROGRAM HOURS: Monday-Friday, 8:00am-5:00pm

Children are to be dropped off and picked up at the **Treasure Island Community Center, Gulf Boulevard at 106th Avenue**, unless otherwise notified.

The Community Center will not be open until 7:30am for drop off. PLEASE do not drop off children earlier than the above-specified time, unless enrolled in before care.

EXTENDED CARE

Extended care will be provided before or after camp, upon request, from 6:45am-7:45am and from 5:05pm to 6:00pm at the Community Center or Garden Room unless otherwise specified. ***The fee for extended care is $20.00/week per family for either before or after care or $30.00/week per family for both before and after care. Payment is due on the Monday of the week that the child will be attending EXTENDED CARE.***

The fee is to be paid at the Recreation Office, 120 108th Avenue or given to the Recreation Director. PLEASE do not include this money with your child's weekly field trips or give the check to your child's coach. THIS IS A SEPARATE FUNCTION AND A SEPARATE FEE.

Extended Care children not picked up by 6:00pm will be assessed the LATE FEE of $5.00/quarter hour or any portion thereof.

LATE PICKUP FEE

Parents will receive a verbal warning for the first early drop off and/or late pickup of their child to/from camp if not enrolled in the Extended Care Program. If early drop off and/or late pickup continues, the child will be automatically enrolled in the EXTENDED CARE PROGRAM and parents will be charged the applicable EXTENDED CARE FEE for the period that child is attending EXTENDED CARE.

REGISTRATION FEE:

EARLY REGISTRATION APRIL 10 through May 19, 2017

Treasure Island Resident	$425/child for 10 weeks of camp
Non Resident	$825/child for 10 weeks of camp

LATE REGISTRATION, May 22 through August 4, 2017

Treasure Island Resident	$475.00/child for 10 weeks of camp
Non-Resident	$875.00/child for 10 weeks of camp

Mini Camp, August 7-9, 2017

Treasure Island Resident	$20/day or $50 for 3 days
Non-Resident	$25/day or $65 for 3 days

Discounts are available for families with multiple children enrolled for the 10-week program: $75 off the first child, $50 off each additional child

Weekly rates are also available

Treasure Island Residents, $80/child per week, $10 off each additional child
Non-Residents, $140/child per week, $10 off each additional child

The City does not pro-rate or refund fees for recreational programs. Proof of residency of the participant is required at time of registration. Proper identification is required to verify residency when completing registration forms. Acceptable proofs of identification are driver's license, utility bills, voter identification, or declaration of domicile.

Participants must reside in or be a tax payer of Treasure Island in order to receive the resident rate.

PROGRAM AGES 5 to 13 years of age

AGE GROUPS	SMALL FRY (BOYS & GIRLS)	5-6 years old
	BIG FRY (BOYS & GIRLS)	7-9 years old
	SUPER FRYS (BOYS & GIRLS)	10-13 years old

STAFF

All staff members have received Level 2 Background Screening by the Department of Children and Families, background check through the Florida Department of Law Enforcement (FDLE) and have had in-service training to insure the best possible supervision of participants.

VULNERABLE PERSONS ACT

Effective October 1, 2012, there is a statutory requirement pursuant to Florida Statute 39.201, et al, for all individuals to report to the Department of Children and Family Services (DCF) instances of child abuse, abandonment, neglect, and/or death as a result of abuse, abandonment or neglect. Under FS 39.201(1)(a), (b) and (c) *any person who knows or has reasonable cause to suspect, that a child is abused, abandoned or neglected by a parent, legal custodian, caregiver or that a child is in need of supervision…, or that a child is in need of supervision and care and has no parent, legal custodian or responsible adult relative immediately know and available to provide supervision and care SHALL report such knowledge or suspicion to DCF. Any person who knows, or has reasonable cause to suspect, that a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile*

sexual offender, as defined in this chapter, SHALL report such knowledge or suspicion to DCF.

Individual employees who fail to report to DCF Central Abuse Hotline at 1-800-962-2873 face personal criminal liability for failure to report instances of suspected and/or known abuse, neglect or abandonment. A person who is required to report known or suspected child abuse, abandonment or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so commits a felony of the third degree, punishable as provide in s. 775.082, s 775.083, or s. 775.084

VOLUNTEERS

During the 2010 legislative session, the Florida Legislature approved House Bill 7069, an new background screening law which became effective August 1, 2010. The law now requires all summer camp employees and volunteers that assist more than 10 hours per month comply with Chapter 435 Level 2 Background Screening requirements are met. All volunteers, whether adults or minors, proceed through a Level 2 Background Screening, which includes a fingerprint check with the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigations (FBI) prior to volunteering for camp. The screening must be paid by the parent of a minor or adult volunteer. **NO adult (parent, grandparent, guardian, etc…) or minor child will be permitted to volunteer for camp ie: field trips, activities, etc… without first being screened and approved**.

The City is partnering with Going Postal to conduct the screenings. Appointments are required and can be scheduled through the City's Personnel Department. Payment is due at the time the appointment is scheduled. Location details and availability of appointments are available through our Personnel Department at (727)547-4575, ext 236 or jpoirrier@mytreasureisland.org

PICK UP/DROP OFF AT COMMUNITY CENTER

When dropping off and picking up your child from the Community Center, please ENTER the parking lot from 104th and 105th Avenues and EXIT parking lot from 106th Avenue. PLEASE do not park in the lot behind Walgreens. PLEASE do not park alongside of the curb or in the path of the drop off/pick up lines as there is a NO PARKING sign and you will get ticketed. PLEASE park in the Community Center spaces, only.

PLEASE do not park your vehicle on the ramp at the Community Center (outside the kitchen and Garden Room entrances) as this ramp is used by City staff for the unloading and loading of material and supplies.

SIGN IN/SIGN OUT PROCEDURES

Parents are required to sign in and sign out children each day at camp and understand that this policy is strictly enforced. Parents are to inform all persons permitted to remove children from camp of this policy and are to instruct them to

have a photo id at time of pick up.

FIELD TRIPS/SPECIAL EVENTS

Additional fees will be charged for field trips and special activities. Permission slips must be filled out completely, signed by the parent/guardian and returned to the child's coach prior to each field trip or activity. If you do not want your child to participate in a particular field trip or activity, please state so on the permission slip. The child will be placed in another group for the duration of the field trip or activity. **NO VERBAL PERMISSION WILL BE ACCEPTED FOR FIELD TRIPS REQUIRING TRANSPORTATION ON THE BUS.** Permission slips may be **FAXED** to the attention of the Recreation Department at **(727) 547-4582** or emailed to recreation@mytreasureisland.org.

PERMISSION will not be granted for children assigned to a specific group to attend a field trip of another group.

Additional weekly schedule packages can be picked up at either the Community Center from 7-8:15am and 4:45-5pm or in the Recreation Office, 120 108th Avenue between the hours of 8am-4:30pm. Schedules are distributed on Thursday afternoons or Friday mornings. PLEASE check with your child's coach for availability.

Weekly schedules are posted on the City's website each Friday at www.mytreasureisland.com

PAYMENT OF FEES

Parents/guardians paying by check for weekly field trips and activities are requested to pay each Monday for the entire week. Checks should be made payable to the **CITY OF TREASURE ISLAND**. A request for reimbursement must be made to the child's coach(es) for prepaid events that the child did not participate in. However, the request for reimbursement must be done within a one (1) week period from the day of the missed event or the money will be forfeited.

RETURNED CHECKS

Returned checks service charge is set according to the allowing service charge per Florida State Statute, Chapter 832.07. The amount due plus the service charge must be paid in cash or money order. Checks will no longer be accepted from individuals whose checks have been returned for insufficient funds. Any questions contact the City's Finance Department at 547-4575.

LEAVING CAMP/ATTENDANCE

Children will not be permitted to leave the program before the scheduled dismissal time without written permission from their parent/guardian. The Recreation Department will not be responsible for any child leaving the area of an activity without permission from the staff member in charge. Each parent/guardian shall drop off and pick up their child(ren) inside the Community Center, unless otherwise notified. Children riding bicycles or walking are required to report immediately to the

Community Center upon arrival. **CHILDREN WILL NOT BE PERMITTED TO WAIT OUTSIDE BEFORE OR AFTER CAMP, AND ARE REQUIRED TO REMAIN SEATED ALONG SPECIFIED WALL UPON ARRIVAL TO AND DEPARTURE FROM CAMP.** Neglect of this rule will result in child(ren)'s suspension from camp.

Children arriving later than 8:00am or leaving earlier than 5:00pm should check in/out with their coaches. PLEASE do not drop off late children without instructing the staff member of their arrival.

NEVER leave a child unattended or unsupervised at a City facility. ALWAYS consult with the Recreation Office or the weekly schedule as to the whereabouts of your child's group before dropping them off. Whenever possible, parents should try to have their child at camp no later than 8:30am. Constantly checking in late arrivals disrupts the progress of the program and the attentions of the staff from their group.

CLOTHING

Close toed shoes must be worn at all times. The Recreation Department defines close toed shoes as gym shoes (sneakers), jellies, keds, dockers, or boat shoes. Shoes, with good traction, are necessary for such ground surfaces as the facility floors, sidewalks, grass, street, etc... If a child arrives without the proper shoes, the parent/guardian will be notified and required, to bring proper shoes. **CHILDREN WILL NOT BE PERMITTED TO WEAR THE "ROLLER SKATE" SNEAKERS TO CAMP.**

Children may get dirty while at the program. Please dress your child accordingly. The Recreation Staff suggests that your child wear comfortable and weather appropriate clothes.

BAKERY GOODS

Only store bought bakery goods, etc… may be brought in to camp. Bakery goods, etc… prepared at home will not be permitted.

BICYCLES

Children are permitted to ride bicycles to and from the program. Bicycles must be **locked up** in the bicycle racks provided at the park. NO ONE is permitted to ride his/her bicycle during the program, unless specified for an activity.

PERSONAL ITEMS

What to bring to camp

- Lunch and snack
- Water Bottle
- Sunscreen
- Bathing suit and towel on pool days
- Closed toed shoes
- Bag or backpack with first and last name to put above items in

What not to bring to camp

- Personal sports equipment unless requested for an activity

- Animals or Pets
- Video games, Ipods, Music Players, Computers and/or Gaming systems
- Cameras
- Cell Phones
- Money unless requested for an activity
- Trading Cards or Collectibles

Unauthorized and disruptive items will be confiscated and returned at the end of the day. The Recreation Department will not be responsible for lost or stolen items.

CELL PHONES are to be used for emergency purposes or to contact parents while at camp, only. Children will not be permitted to use their cell phones to talk, text or use the camera or internet during camp, unless permitted by the child's coach. **Cell phone and other items which become disruptive will be confiscated and returned to the child at the end of the camp day.**

Alcohol, drugs, tobacco and/or weapons are strictly forbidden at camp. If these items are found at camp, the parent of the child and the Treasure Island Police Department will be notified immediately to address the situation.

ALL PERSONAL ITEMS SHOULD HAVE THE CHILD'S FIRST AND LAST NAME WRITTEN ON ITEM.

VENDING MACHINES

Soft drink and snack machines are available at the Auditorium, Community Center and Recreation Center for your child's use. Money sent for snacks or field trips should be carried on the child and not put in purses, lunch boxes, bags, etc... The Recreation Department staff is not responsible for any lost or stolen money.

LUNCH

CHILDREN MUST BRING THEIR LUNCHES. Lunches shall have the child's first and last names on them. PLEASE do not allow children to bring lunch items that are perishable in the heat. **Lunches will not be refrigerated.**

ALSO, please do not send items that need to be warmed or cooked as the City only has one microwave and cannot accommodate the number of children needing to prepare their lunch meal.

Lunches will be stored at the Community Center or Auditorium until lunchtime (please refer to weekly schedule). Soft drinks will be sold for .75 cents during lunch.

CHILDREN WILL NOT BE PERMITTED TO LEAVE FOR LUNCH WITHOUT WRITTEN OR VERBAL CONSENT FROM PARENT

REGISTRATION FORMS

Parents/guardians are required to submit **current** and **correct** telephone numbers of their workplace, home and alternate relative/friend to be reached in case of an emergency.

Non custodial guardians ie: grandparents, aunts and uncles must have POWER OF ATTORNEY in order to sign any program document (registration form, permission slips, and medical release form). A copy of the document is required at the time of

registration.

Parents/guardians are requested to list all persons permitted to remove child from the program. Parents are to be included on the list. PLEASE NOTE that a recorded copy of a court order is required in order to **prohibit/prevent** any parent from removing a child from the program. Should there be such a court order, the staff will take every precaution to insure that the child does not leave with the parent by notifying the local law enforcement agency of the prohibited parent's desire to remove the child from the program. PLEASE be informed that the staff can not legally stop a parent from removing a child from the program but can try to peacefully detain such parent until the local law enforcement officer arrives.

INJURIES/MEDICAL CONDITIONS

It is the policy of the Recreation Department to call **911** anytime a child has sustained a head injury - whether minor or major - or a questionable injury. The attending paramedics will require a parent or guardian to sign off on the child's injury. This policy is to protect the health of your child, as some injuries -especially head injuries - can go undetected for hours.

The Recreation Department staff will contact a parent or guardian immediately should staff suspect that the child may require immediate medical attention which could be contagious or threatening to others in the program.

MEDICATION

The Recreation Department will not dispense medicine to your child. The staff members can remind your child to take his/her medicine at the scheduled or recommended time.

EPI-PEN POLICY

Staff will carry the Epi-Pen during camp hours, only. In the event that the child appears to have an allergic reaction, staff will guide the child through the procedure of administering the Epi-Pen while at the same time calling 911. Staff will assist the child through the guidance of the 911 medical personnel until the paramedics arrive.

To facilitate the staff's guidance to the child, the parent must provide documentation from the child's doctor defining the child's condition and necessary requirements. The child's doctor shall provide step-by-step instructions for administering the Epi-Pen so that staff can assist the child through the dispensing of the medication.

Staff will not physically administer the Epi-Pen to a child but will provide the necessary assistance with helping the child through the procedure.

Any parent or guardian of a child requesting that staff carry an Epi-Pen for their child shall first be provided with a copy of this policy, and sign consent to this policy.

HEAD LICE

A strain of "super lice" that is resistant to over-the-counter treatments has been reported in 25 states. Here's what you need to know about the outbreak and how you can protect your children:

What are super lice?
Super lice, like regular lice, are parasitic insects that can live in the scalp, eyebrows and eyelashes of humans and feed on blood. Due to a genetic mutation, super lice are resistant to pyrethroids, the family of insecticides contained in common over-the-counter treatments used to kill lice.

Where are super lice a problem? A national study found the treatment-resistant lice in 25 states in the U.S. **including Florida**

How do super lice spread? Much like regular lice, super lice are spread by direct contact with the hair of an infested person, the CDC reports. Head lice move by crawling and cannot hop or fly. Lice can also spread by sharing clothing or hair accessories recently worn or used by a person with lice, although this is less common. Dogs, cats and other pets cannot spread head lice.

How do you know if your child has super lice? The symptoms of head lice include the feeling of something moving in the hair, an itchy scalp, irritability and difficulty sleeping. The only difference between regular lice and super lice infestation is the response to treatment. If your child still has lice after a complete over-the-counter treatment, they may be infested with a resistant strain.

How are lice and super lice treated? The American Academy of Pediatrics recommends parents and caregivers use over-the-counter treatments unless resistance has been confirmed in other cases in the community. Instructions on the package should be followed exactly and all clothing, linens and toys used by the infected person should be washed in hot water or dry cleaned. If the lice are treatment-resistant, a pediatrician can prescribe another form of treatment that has been proven effective against super lice.

How are lice and super lice prevented? Because head lice spread so easily in schools, playgrounds and daycares they are difficult to prevent. The AAP recommends teaching children not to share hats, combs or other items that come in contact with hair. **Children should also be checked for lice if there is an outbreak in their school or camp** – even if they aren't complaining of itching. Head lice is often a problem in locations where groups of children play together.

Summer camps are favorite places for head lice, which often arrive on the heads of the incoming campers. At summer camp, kids play together and ride the buses in close contact, as well as frequently sharing hair accessories, etc…

Therefore, it is the responsibility of the parents/guardians to check their child(ren)'s head for lice or nits **before camp starts** and **periodically throughout the Summer**. **It is also ESSENTIAL that parents notify the Recreation Office if it is discovered that your child has head lice.** Due to the **highly contagious** nature of head lice, the City must require and enforce the rule that children with head lice or nits not be allowed to attend camp until completely "nit-free". Parents/guardians will be notified immediately and will be required to pick up child(ren) with head lice or nits from camp.

We follow the policy of Pinellas County Schools which has a No-Nit Policy that calls for the exclusion of a student/camper from school/camp until the removal of all lice, eggs, and nits has been accomplished. A parent must accompany the child when they

return to school/camp after being treated. Students/campers must be nit-free to return to class/camp. Recreation staff will check children's heads upon return to camp to ensure the child is "nit-free". Children suspected to still have nits or lice will not be able to return to camp. **Parents may bring in a doctor's note clearing the child for camp in lieu of staff's subjective opinion.**

It is not the responsibility of the Recreation Department staff to check children's heads for lice.

GUESTS

Participants will not be permitted to bring guests to the program. NO exceptions will be allowed.

SUMMER T-SHIRTS

Children will be requested to wear their SUMMER t-shirts for some field trips; however, t -shirts are not required for daily wear.

LOST & FOUND

The Recreation Department will not be responsible for participant's money, clothing, lunchboxes, tape recorders/radios, bicycles, or any additional belongings. PLEASE put your child's FIRST and LAST NAME on all personal items. Lost and found boxes will be located in the Community Center storeroom. Please see the Recreation Aides/Bus Drivers first thing in the morning or at the end of the day for entrance into the storeroom. PLEASE do not ask the coaches for access into the room, as they do not have keys.

TELEPHONE MESSAGES

Parents/guardians needing to get in touch with their child(ren) should call the Recreation Office at 547-4575. The Recreation Office will relay the message directly to the child's coach or the child. Should the Recreation Office be unoccupied, PLEASE leave a **VOICE MAIL MESSAGE** or return to the **OPERATOR** and request to leave a message for the Recreation Office personnel.

PHOTO POLICY

Photographs taken by the Recreation Department at the city camps are often used in presentations, fliers, websites and local newspapers. If you do not want to have your child's photograph in any marketing material, please contact the Recreation Department immediately.

DISCIPLINE POLICY

The Recreation Department's philosophy is that children can behave appropriately. The staff will not and cannot tolerate a child from stopping staff or other program participants from having an enjoyable experience at camp. The staff realizes that

SUMMER is a time for FUN! That is why it is so IMPORTANT that children behave appropriately while at camp. The staff can not continually correct children's misbehavior without the actions effecting the flow and progress of the main goal of the program which is to provide SAFE FUN!!!

The Recreation Department's Discipline Policy is as follows:

PROGRAM RULES

1. Children must listen when spoken to.
2. Children are expected to keep their hands and feet to themselves.
3. Children are to be respectful to staff and other program participants.
4. Children are required to obey all program rules as directed by staff.
5. Children will be respectful to City property and all facilities attended.
6. Children must use appropriate language while at camp or on field trips.

IF A CHILD CHOOSES TO BREAK A RULE

1st consequence	Verbal Warning
2nd consequence	Time-Out for 5 minutes
3rd consequence	Time-Out for one minute for each of the years of the child's age. Disciplinary log completed on child's behavior. Parent notified of problem by child's coach.
4th consequence	Miss one field trip. Disciplinary log completed on child's behavior. Parent notified of problem and action taken by child's coach. Money refunded for trip.
5th consequence	One day suspension from program. Parent notified of problem and action by Recreation Office staff. NO refund of program money.

A disciplinary log will be sent home if your child reaches a 3rd, 4th or 5th consequence. Parents are to sign disciplinary logs and return to staff.

INAPPROPRIATE LANGUAGE AND SEVERE DISRUPTIONS will immediately go to the 4th or 5th consequence or expulsion. This occurs if a child severely disrupts, intentionally bullies another child to the extent of harm, willfully harms property or person, refuses to obey staff or engages in actions that stops the coach or other children from having fun. Constant misbehavior will result in expulsion from program, without refund of program money.
CHILDREN WHO FOLLOW RULES COULD POSSIBLY EARN special privileges, verbal praise, Camper of the Week, etc...

The Disciplinary Policy form must be signed and returned to the Recreation Office prior to any child being accepted into the program.

CAMPER OF THE WEEK
Is awarded to children, who can follow directions, demonstrate general good behavior and participate in activities while at camp. A child is picked from each group. On each Thursday, the coaches will notify the parent of the child who is to receive CAMPER OF THE WEEK. Chick-fil-A is awarded to the Campers of the Week on Friday for lunch, and a certificate is presented to the child.

TRANSPORTATION
Transportation is provided by the Treasure Island Recreation Department. The City will use two (2) buses for transportation to and from field trips. The City rents charter buses for the Legoland and Adventure Island field trips, in which the cost is included in

the field trips.

BUS RULES

- Children are to remain seated forward and as quiet as possible while traveling on the bus.
- Care shall be taken so that the children do not open the emergency exits, peel tint from the windows and vinyl from the bus seats.
- NO food or drinks will be permitted on the bus.
- Proper entry on and exit from the bus is important and will be practiced.
- Any misconduct on the bus may result in disciplinary action and/or suspension from future transportation on the bus.

PARENTS/GUARDIANS SHOULD CONTACT THE RECREATION DIRECTOR IMMEDIATELY SHOULD ANY QUESTIONS OR CONCERNS ARISE, OR IF ADDITIONAL INFORMATION OR CLARIFICATION OF AN ACTIVITY OR EVENT IS NEEDED. THE RECREATION DIRECTOR'S TELEPHONE NUMBER IS 547-4575.