



# Village of Palm Springs

Parks & Recreation Department  
226 Cypress Lane • Palm Springs, Florida 33461-1699  
561-964-8820 • [www.vpsfl.org](http://www.vpsfl.org)

---

# Summer Camp Parent Handbook 2020

A GREAT PLACE TO CALL *HOME*

---

## Table of Contents

- Parent Meeting Dates and Agenda
- Welcome Letter
- Summer Camp Program Policies
  - Camp Program Operating Hours
  - Before Care and After Care
  - Drop Off and Pick Up Procedures/ Locations
  - Medication
  - Lunch and Snacks
  - Camp Groups
  - Illnesses, Incidents, and Injuries
  - Additional Safety Precautions
  - Discipline Procedures
  - Special Needs
  - Head Lice
  - Apparel
  - Personal Items
  - Lost and Found
  - Weather
  - Open House Policy and Volunteers
  - Transferring Sessions
  - Cancellations and Refunds
  - Removal of Participants
- Sample of COVID-19 Daily Camper Screening
- Affirmation of Summer Camp Parent Handbook
- Camp Release Form
- Camp Consent Form

## Parent Meeting Dates (choose one) and Agenda

Wednesday, June 3<sup>rd</sup> at 6:30pm or Thursday, June 4<sup>th</sup> at 6:30pm

### Introduction of Staff:

Director, Program Supervisors, and Youth Program Counselors

### Schedule Review:

Camp Theme: It's a Jungle Out There

Hand Out Group Calendars

### Camp Mission & Philosophy:

Help children understand themselves to nourish their problem-solving skills, independence, confidence, and strength of character.

Show them how to function in group settings so they learn how to manage themselves in social situations and work proactively with individuals from different backgrounds.

Cultivate an appreciation of the earth making them good stewards of the natural world and, in turn, to value the efforts made by themselves and others to preserve, protect, and appreciate the abundance of gifts provided to us from the outdoors.

And finally, by infusing these actions with a deep sense of wonder, children will grow to see and appreciate the beauty and possibility within themselves and others.

Grounded in our mission, our philosophy is to provide a quality program through fun and safe experiences for children. This is accomplished by helping them embrace the skills necessary for the creation of a healthy and productive life.

### Summer Camp Program Policies:

Review pages 5-11 of Parent Handbook

### Camp Shirts Distribution

Each Child Receives Five Shirts

### Conclusion:

We are Going to Have the Best Summer Ever!

**Parks & Recreation Department  
Summer Camp Parent Handbook**

## **Welcome**

It is our pleasure to welcome you to the Village of Palm Springs Parks & Recreation Department's Summer Camp program. This parent handbook is designed to provide guidelines to help you understand our goals and expectations for camp and to ensure that your child has a fun and safe experience this year.

We believe that your support and participation in this program is vital to making this summer a success! On behalf of the Village of Palm Springs Parks & Recreation Department, thank you for entrusting us with the care of your child. It is our pleasure to serve you.

### **Elected Officials**

Mayor Bev Smith  
Vice Mayor Patti Waller  
Mayor Pro Tem Gary Ready  
Council Member Doug Gunther  
Council Member Joni Brinkman

### **Village Manager**

Richard Reade

### **Parks and Recreation Staff**

Justin Lucas – Parks & Recreation Director

Leanna Collazo – Program Supervisor II

Lisa Turner – Administrative Assistant

Garrett Pearson – Program Supervisor

Raymond Campbell – Program Supervisor

## Summer Camp Program Policies

*Be advised that the Village of Palm Springs staff makes every effort to ensure your child(ren) are safe at Summer Camp by following guidelines provided. However, please understand that changes may occur. Portions of Camp may be closed or cancelled at any time and with very little notice by the Village. Village staff will attempt to keep age divisions as listed but may adapt in order to meet CDC Guidelines on counselor to camper ratio and to meet the demand for participation in this exciting Village program.*

### Camp Program Operating Hours

- Camp hours are from 9:00 a.m. to 4:00 p.m., drop off begins at 8:30 a.m. and pick-up through 4:30 p.m. During these hours, activities are planned for all participants. If you will be dropping off early or picking up your child late, you will need to enroll your child in before care or after care. Repeated early drop offs or late pickups without payment of before care or after care will result in your child being dismissed from the camp program. Drop offs after 9:00 a.m. may result in the inability of your child to participate in scheduled activities. Pickups outside of our normal operating hours will result in the removal of your child from the camp program.

### Before Care and After Care

- Before care is available at a rate of \$25 for the week from 7:30 a.m. to 8:30 a.m. and after care, also available for \$25 for the week from 4:30 p.m. to 5:30 p.m. **Children are not to be dropped off earlier than 7:30 a.m. nor picked up later than 5:30 p.m. Staff cannot supervise children that arrive early or leave late.** This part of the program is merely a free play time. We will have games, activities, and visual entertainment available, but we will not provide a structured activity during these times.

### Drop Off and Pick Up Procedures

- Each day, you will drop your child off and pick them up at either:
  - The parking lot on the South side of the Palm Springs Basketball Court located in the Palm Springs Athletic Complex (Ages 5-7 and 8-10)
  - Road on East side of the Palm Springs Police Department near the Palm Springs Athletic Complex portable (Ages 11-13)
- At drop off, please turn off your A/C and partially roll down the window where your child is seated, Village staff will greet you to conduct the following procedures before your child(ren) may enter the camp facility;
  - Temperature check utilizing a touchless thermometer (Must be below 100.4 degrees Fahrenheit)
  - Record responses to a daily screening (See “Camper Daily Screening” sheet)

## **Parks & Recreation Department Summer Camp Parent Handbook**

- For pick up parents must use the placards distributed at the beginning of summer to each family registered. They are color coordinated according to the group in which your child is placed and have your child's name, age, and Village logo in the top left corner. Place the camp issued placard on your dashboard where your child's name is clearly visible, and a counselor will call for your child(ren) to come outside for their departure upon your arrival. Staff will escort the child(ren) to your vehicle and have you sign them out.
- During camp pick up we will use the placards distributed at the beginning of summer to each family registered. These forms are color coordinated according to the group in which your child is placed and have your child's name, age, and Village logo in the top left corner. Place the camp issued placard on your dashboard where your child's name is clearly visible, and a counselor will call for your child to come outside for their departure upon your arrival.
- If the person picking up your child does not have a camp issued placard, they will need to pull over into a parking space and speak to a counselor for identification and pick up permission verification.
- Ideally, the same parent or designated person should drop off/ pick up the child(ren) every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children as they are at higher risk of developing a severe illness due to COVID-19.
- If you need to speak to a supervisor in person, please notify a counselor at the designated drop off/ pick up location and one will meet to speak with you. You can also call the Parks and Recreation cell phone (561) 284 – 2224 or the Parks and Recreation office (561) 964 – 8820.

### **Camp Location**

- Leisure Activities Building for the 5-7, 8-10 groups
- Palm Springs Athletic Complex portable for the 11-13 group.

### **Medication**

- Staff are NOT permitted to dispense or administer medications at any time.

### **Lunch and Snacks**

- Children are to bring their own snacks each day and enough water to keep themselves hydrated during the hot summer days and scheduled activities.
- We will provide shelf stable food for lunch each day unless it is specified differently on the schedule. Children may also bring a packed lunch from home if they wish.
- Please do not send items that require refrigeration or a microwave, as we may not be able to accommodate.

**Parks & Recreation Department**  
**Summer Camp Parent Handbook**

## **Camp Groups**

- Children are placed in age groups during the structured programs between 9:00 a.m. and 4:00 p.m.
- All schedules are subject to change at any time without prior notification.
- As per recommendation from the CDC, the designated groups will be together throughout the day and will generally not mix or mingle.
- We will not accommodate requests to put your child in a group outside of their age bracket.

## **Illnesses, Incidents, and Injuries**

- If a child is ill, they must not come to camp. If a child has a fever of 100.4 or above, or has any other COVID-related symptoms, the child must not come to camp. It is not safe for them, the other camp participants, or staff members.
- If a child becomes ill during the day after drop off such as running a fever (100.4 or above), vomiting, has diarrhea or in general, not feeling well, we will call their parent or guardian and require the child be sent home immediately. The child may be required to sit in a separate area away from other camp participants and it is the parent's responsibility to have their child(ren) picked up in a timely manner.
- As with any program involving physical activity there are always possibilities for accidents to occur. Staff are trained in First Aid and CPR. Staff will provide care for minor injuries such as band aids and ice packs. We will ask Palm Beach County Fire Rescue (PBCFR) to respond for any situation in Palm Springs that staff are not trained for or comfortable treating.
- For incidents or injuries, a mandatory Injury/ Incident Report will be written. Parents or guardians may not be notified each time a report is written. Daily activities, field trips, and time of day may prevent a parent from being contacted prior to camper pick up when Injury/ Incident Reports are distributed. A Parent or guardian must sign the Injury/ Incident Report stating they were made aware of the Incident/ Injury.
- Staff will call 911 for all emergencies and/ or issues they feel are beyond their level of training. We will make every effort to contact the parent or guardian as soon as possible.

## Additional Safety Precautions

### General Camp

- ✓ Camp shall maintain a 1:9 ratio per CDC recommendations.
- ✓ **NO** trips off property, as to avoid any challenges with the number of people being transported (*Exceptions are allowed for smaller trips to another Village park provided that the transportation ratio is kept 1:9.*)-**The Village will look into potentially adding field trips if restrictions and/or CDC guidance is modified.**
- ✓ All those entering a Village facility shall be required to utilize the nearest hand sanitizer.
- ✓ During daily camp activities, groups will stay together.
- ✓ Camp groups shall rotate activities throughout the day; including book readings at the library, socially distant outdoor games like noodle tag, arts and crafts, virtual museum/park tours, cooking, science experiments, and scavenger hunts
- ✓ Times will be scheduled specifically for hand washing.
- ✓ Social distancing of 6 feet between camp participants shall be practiced when possible.
- ✓ Equipment utilized during a group activity shall be isolated in a designated area following the activity. Once the equipment has been disinfected by camp staff it can be used again.
- ✓ If a camper is sent home during the day due to possible COVID-19 symptoms, the parents of the child(ren) in the same group will be notified without disclosing the identity of the camper. (*The Village of Palm Springs shall require all child(ren) and staff with that group to remain home per CDC guidelines. A camper or staff will not be allowed to return to camp until their temperature is below 100.4 degrees Fahrenheit and they no longer have other symptoms related to COVID-19.*)
- ✓ The Village of Palm Springs reserves the right to close facilities for cleaning or other safety measures.

### Parents

- ✓ Shall be required to wash their hands as soon as they arrive and immediately at the request of a camp counselor anytime.
- ✓ Shall only be allowed in the bathroom one at a time.
- ✓ Shall only interact with other camp participants in their group utilizing the allotted 6-foot social distancing guidelines.
- ✓ Are encouraged to bring their own water bottles to refrain from drinking from the water fountains.

### Staff

- ✓ All staff providing direct services to the campers shall have their temperature taken at the start of their shift. Any staff with a fever of 100.4 or above will be sent home for the day.
- ✓ Counselors shall be required to keep a bottle of hand sanitizer. (*Provided by the Village of Palm Springs*).
- ✓ All counselors shall be required to wear a face mask at all times (*To be provided by the Village of Palm Springs as part of their Camp uniform*).
- ✓ A Program Supervisor or designated staff shall be assigned to thoroughly sanitize all equipment at the beginning of each day. During the day, a Program Supervisor or designated staff shall sanitize equipment that has been utilized and isolated before it can be used again.
- ✓ Counselors shall be required to sanitize areas of their room throughout the day.
- ✓ At the end of each day, a Program Supervisor or designated staff will disinfect all areas of the Leisure Activities Building and the Palm Springs Athletic Complex portable. The outside restrooms will be disinfected as well.

## Parks & Recreation Department Summer Camp Parent Handbook

In order to provide the Youth Programs participants with an excellent educational and enriched environment, the following discipline plan will be in effect.

### Program Discipline Rules and Policies

1. Listen and follow directions the first time they are given
2. Keep hands, feet, and other objects to yourself (no kicking, scratching, biting, etc.)
3. Respect others at all times
4. Children are required to clean up after themselves and put away all supplies after using them
6. Children shall remain in their assigned group at all times unless otherwise instructed
7. Children must be dressed appropriately for the activities of the day
8. Valuables must be left at home and are not the responsibility of the Village
9. Positive compliance with requests by camp staff
10. Maintain social distancing of 6ft at all times when possible
11. Wash hands or use hand sanitizer when directed by staff
12. Foul, rude, vulgar, or threatening language is prohibited
13. Obscene gestures are prohibited
14. Children will not tease, make fun of, or bully any other camper or staff member
15. Illegal drugs, tobacco, or intoxicants of any kind are prohibited
16. Assault towards another person is prohibited
17. Damage or theft of property is prohibited
18. Sexual misconduct or inappropriate activity is prohibited
19. Weapons of any kind are strictly prohibited (e.g. knives, firearms, fireworks, etc.)

### Discipline Philosophy

- The Village prefers to reward good behavior rather than discipline for behavior that violates the program rules and policies. Staff shall recognize good behavior in a variety of ways. However, conduct that violates program rules and policies may subject a child to warnings, cool off time/redirection, Discipline Report, loss of privileges, or ultimately, dismissal from the program. The parent or guardian will be notified of all Discipline Reports and asked to sign off on them.
- While the Village generally follows the disciplinary guidelines below, the Village reserves the right to temporarily or permanently suspend a child from camp without prior disciplinary steps depending upon the circumstances.
- Discipline will generally be handled as follows, depending on the circumstances surrounding the conduct:

**Parks & Recreation Department  
Summer Camp Parent Handbook**

**Minor Infractions:  
Rules and Policies 1 – 11 Above**

A discussion will take place with the child and the Youth Programs Counselor who will alert the child to the unacceptable behavior, discuss, and implement a remedy. A Discipline Report may be issued.

**Serious or Repeated Minor Infractions:  
Rules and Policies 12 – 14 Above**

A discussion will take place with the child, the Youth Programs Counselor and a Supervisor. A Discipline Report will be issued and a review of a behavior modification plan.

After receiving a 3<sup>rd</sup> Discipline Report, and upon review from a supervisor, the child may receive a 1-day suspension for which there is no refund. A parent conference with the Program Supervisor and Youth Programs Counselor is required prior to readmission.

Any infraction after serving a 1-day suspension shall receive a Discipline Report. Upon review from a supervisor, a child may receive an additional suspension up to 1 week (7 calendar days) for which there is no refund.

After serving a 1-week suspension, any further Discipline Report shall result in the child being terminated from the program and will not be allowed to enroll in future camps for at least 12 calendar months from the date of removal. No program fees will be refunded upon removal.

**Major Infractions:  
Rules and Policies 15 – 19 Above**

Major infractions in the first instance shall result in an Automatic Discipline Report which may result in immediate suspension or removal from the program. No program fees will be refunded.

**Special Needs**

- Please let us know about any special needs your child may have. If your child is on an IEP or 504-program at school, we ask that you provide these documents to help us further understand your child's circumstance.
- Our camp provides a counselor to child ratio of 1:9. We expect children to stay with their designated camp counselor while onsite and on field trips. Campers must be fully toilet trained. Staff will not lend assistance in the bathroom under any circumstance.
- If your child requires a lower counselor to child ratio, you may provide your own Behavioral Intervention Assistance (BIA) or aide at your sole cost, provided such individual consents to and successfully passes the Village's background screen for individuals who work with children as well as meets all COVID-19 policies and regulations in place by the Village. The Village will bill you for the cost of the background screening.

**Parks & Recreation Department**  
**Summer Camp Parent Handbook**

### **Head Lice**

- Lice can sometimes be a problem during camp. It is our policy that if a child is found to have contracted head lice, they will be required to be picked up from camp as soon as possible. Until pickup is possible, they will be asked to sit in a designated area away from other campers. **A child may not return to camp until there are no lice or nits (eggs) present.** We realize that this is an inconvenience, but we are dealing with many children and cannot risk more children being affected.
- Please check your child's head before leaving camp or returning each morning if you see any of the signs, such as scratching of the scalp area. Please understand that the staff will check the children if we suspect an outbreak.

### **Apparel**

- It is recommended that each child wear a camp shirt every day. Sneakers must be worn unless otherwise notified. Shirts will be issued when you register for camp. Pants must fit properly to stay on at least the hip area. Underwear of any kind should not be visible.
- There are some days it may be appropriate to have an extra change of clothes and their own towel for activities involving water. **(Please label all of your child's clothing/ belongings and reinforce that they are responsible for it.)**
- Please apply sun block to your children when outdoor activities are planned and send sunscreen to camp with them.
- Parents may provide a mask for children, but it is not required by the Village. The Village will also have some masks for children to use.

### **Personal Items**

- We strongly discourage bringing personal items or electronics to the program unless used in conjunction with a camp event. Please mark any personal items with identification. Please remember that the Village of Palm Springs is NOT responsible for the loss, damage, or theft of personal items. We also discourage wearing jewelry as it presents the possibility of loss or damage during physical activity.
- A camper is not to utilize a phone or electronic device without counselor authorization.
- There is no need to send any additional money with your child. If field trips become part of the curriculum, the decision to provide money for additional snacks is at your discretion.
- Children will be provided their own personal bin for storage

**Parks & Recreation Department**  
**Summer Camp Parent Handbook**

### **Lost and Found**

- Found items will be kept in a designated area in the Leisure Activities Building. Items that are left behind will be kept for a maximum of one week before being discarded. The Village of Palm Springs is not responsible for lost items.

### **Weather**

- As a general rule we have adequate space to conduct camp safely in most weather conditions. If you are not comfortable with impending weather conditions, please do not send your child to camp. If a hurricane warning is issued, we will not have camp and you will be notified.

### **Open House Policy and Volunteers**

- Due to the health circumstances surrounding COVID-19 and potential issues, we ask that you do not visit camp during the hours of 9:00 am to 4:00 pm unless previously approved. Anyone wishing to visit our camp must contact the Parks and Recreation Department prior to arrival.

### **Transferring Sessions**

- A participant may transfer or exchange one session for another providing there are openings and that all fees have been collected. A cancellation/ transfer form must be filled out by the parent or guardian prior to the transfer. **A \$10 fee applies to each week transferred.**

### **Cancellations and Refunds**

- The office must be notified at least two weeks in advance, and in writing, to be eligible for a refund of cancelled sessions. A cancellation/ transfer form must be filled out before any cancellation and refund is processed. This form is available for pick up in the Parks and Recreation office. **A \$10 fee applies to each week cancelled and refunded.**

### **Removal of Participants**

- Participants may be removed from the program for health concerns, non-payment, or disciplinary reasons. If it is determined that a participant presents a health concern, the parent or contact person will be called to remove the child from the camp until such time as it is determined that the health threat is over.
- If a check is returned for any reason, only cash, money order, or cashier's check will be accepted as payment. This includes covering the check and paying any additional fees levied by the Village.
- Participants removed for disciplinary reasons will not receive a refund for the session that is currently operating. A full refund will be given for any remaining weeks that said participant is registered. Refunds cannot be given in these circumstances unless the policy for refunds listed earlier is met.

**Camper Daily Screening  
During COVID-19 Pandemic**

<b>Child's Name:</b>		<b>Date:</b>
<b>Parent/Guardian:</b>		
<b>Contact Phone Numbers</b>	<b>Cell:</b>	<b>Work:</b>

1. Has your child had a fever during the past three (3) days?  YES  NO
  
2. Has your child taken medication to reduce fever during the past three (3) days?  YES  NO
  - a. If YES to #2, date of last fever of 100.4 degrees or higher: \_\_\_\_\_
  - b. Date of last dose of medication to reduce fever: \_\_\_\_\_
  
3. Has your child experienced any respiratory symptoms (cough and/or shortness of breath) during the last 48 hours?  YES  NO
  
4. If YES to 1 or 2, has at least ten (10) days passed since your child's fever and/or respiratory symptoms began?  YES  NO
  
5. Has your child experienced any of the following symptoms identified by the CDC as possibly being related to COVID-19 during the past 48 hours?  YES  NO
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
  - Gastrointestinal symptoms like nausea, vomiting, or diarrhea.
  
6. Have you or your child traveled out of the United States, including cruise ship travel, or to New York, New Jersey, Connecticut or Louisiana within the last 14 days?  YES  NO
  
7. Have you had contact within the last 14 days with anyone who has confirmed COVID-19 (tested positive) or who is awaiting lab results to rule out COVID-19?  YES  NO
  
8. Has anyone residing in your home, including the child, tested positive for COVID-19 in the last 14 days, or experienced any COVID-19 symptoms as Referenced in #1, 3, and 5?  YES  NO

I understand that my child is not permitted to attend camp if he/she has had a fever or taken fever reducing medicine during the last 3 days or has experienced the above-mentioned COVID-19-related symptoms during the preceding 48 hours. I understand that if my child develops any of these symptoms while at the camp, I am required to immediately return to camp and remove my child from the program until such time as the Village of Palm Springs advises that my child has met the return to camp criteria. I understand that a "YES" response to any of the foregoing questions may require me to temporarily remove my child from camp.

We appreciate and thank you for your cooperation in ensuring our campers and staff follow the most recent CDC guidance to protect the health and safety of our campers and staff.

Parent/Guardian signature: \_\_\_\_\_

Today's date: \_\_\_\_\_

**Parks & Recreation Department  
Summer Camp Parent Handbook**

**Affirmation of Summer Camp Handbook 2020**

*I have read and agree to abide by the policies and procedures stated above from the Village of Palm Springs Summer Camp Parent Handbook 2020. I understand that my child(ren) and I are responsible for following the rules and procedures set forth and will be held accountable for any violations.*

List Child(ren):

\_\_\_\_\_

Print Name

\_\_\_\_\_

Print Parent/ Guardian Name

\_\_\_\_\_

Parent/ Guardian Signature

\_\_\_\_\_

Date



