

# PARENT HANDBOOK

## *CAMP GUIDELINES*

  
Marion  
County  
FLORIDA

PARKS & RECREATION

IT STARTS IN  
**P**ARKS

HEALTH • COMMUNITY • ECONOMY • ENVIRONMENT



## Marion County Board of County Commissioners

### Parks & Recreation

111 SE 25<sup>th</sup> Ave.  
Ocala, FL 34471  
Phone: 352-671-8560  
Fax: 352-671-8550

Dear Parents/Guardians:

Marion County Parks & Recreation would like to welcome you to one of our many camps. We are pleased that you have chosen us to provide a fun, safe and enjoyable recreational experience for your child. We strive to employ the most caring and qualified staff possible, whose main purpose is to see that your child has a fun and safe time while at our program.

This Parent Handbook has been developed to familiarize you with our camp procedures and aid in answering questions you may have about the program. The information in the handbook should provide you and your child some insight into the program's expectations. We ask that you review this information with your child prior to him or her attending the camp.

We welcome your input and encourage you to contact us at any time. You may reach the Marion County Parks and Recreation office by calling 352-671-8560.

Sincerely,

Charles Dobson, CPRP | Recreation Supervisor

Marion County Parks & Recreation Department 352-671-8566

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# ***PARENT HANDBOOK***

## **REGISTRATION**

All program sites require pre-registration. Each program is limited to the number of children that can be enrolled, which varies with each site. The program fee also varies. Payment is due upon registration.

## **SIGN-IN / SIGN-OUT PROCEDURES**

Parents **are required to sign their child in and out** on the daily attendance form (signature and time required). **IDs will be checked daily**, so please be prepared to provide proof of identification. Only those listed on the child's information / emergency form will be allowed to pick up the child. Please inform others listed to have their ID ready on days they may pick up your child at camp. If there is a change in who may pick up your child from the program, we request this change be made in writing. **Campers are not to be dropped off before 7:30a.m.**

If your child walks or rides a bike to / from the program, please complete the section on your Child's Emergency / Identification Record form allowing the child to sign themselves in and out.

**Please note:** Please do not drop your child off prior to the program's scheduled time. When dropping off we ask parents to sign them in and record time of drop off. **We are not responsible for your child until they are signed-in with staff within the advertised operation of the program.**

## **ATTENDANCE AND PARTICIPATION**

Children are encouraged to participate when present, unless sick or injured, in which case parents will be notified and camper should be picked up from the program. Daily program attendance is taken, but we ask that parents please notify staff of known extended absences in advance when possible (example: planned vacations).

We do ask parents to follow two basic guidelines:

1. In cases when you may be picking up your child early, please inform your child's leader ahead of time, in case the group is on a field trip. Please make sure **you personally** tell your child's leader that you are taking the child and follow the sign-out procedure.
2. If your child is designated to walk or bike home at the end of the day and must leave the program early, parent must inform leader via a written note dated and signed stating they have your approval to be released early and at a designated time.

## **BICYCLES**

Children who ride their bikes to and from the program should provide a lock and chain to secure their bike. The Marion County Parks & Recreation Department and the Marion County Board of County Commissioners are not responsible for lost or stolen bicycles.

## **LATE FEE-PICK-UP POLICY**

There are designated times that each program operates. These times vary depending upon the site. **All children are to be picked up by the designated time or prior.** If a child is designated to walk or bike home they will be released at the time the program ends unless we receive written permission from the parent / guardian.

If a parent is late picking up their child from the program a late fee will be assessed to that parent. It is important that children be picked up on time as this additional time is not covered within the program budget.

- **Our Late Pick-Up Fee Policy for our youth program is as follows:**
  - **First Time / Verbal Warning (if within 15 minutes). Beyond 15 minutes the Late Fee will be assessed.**
  - **Late Fee / \$10 for the first fifteen minutes, and \$1 for each additional minute thereafter**
- **Late fees must be paid within two business days of occurrence.**

### **STAFF**

Our program staff encourages open communication to ensure that your child has the best possible recreation program experience with us. Please feel free to stop by or call anytime to discuss any comments or questions with the staff. **Informed Leaders make better Leaders.**

### **PERSONAL ITEMS**

Campers are responsible for all personal belongings, including money-Marion County Parks & Recreation is not responsible for items being lost, damaged or stolen.

### **ELECTRONICS**

Electronics are generally discouraged from being brought to camp. However, we understand the importance of communication with a parent and their child. We will allow a child to have a cell phone at the program with the understanding that it is to be used for important communication with their parents, not for talking or texting with friends or playing games. Children abusing the use of their cell phone while at camp will be asked to leave the phone home. **It's important for parents to notify County staff about any AirTags, including the name of the device, to ensure that vehicles are not being tracked by unauthorized individuals.**

*The Marion County Parks & Recreation Department and staff will not be responsible for a lost, stolen or damaged phone. We strongly urge that phones be left at home when possible.*

### **INAPPROPRIATE USE OF EQUIPMENT/PROPERTY**

Children misusing or intentionally damaging another person's personal property or County equipment may be held responsible for its replacement. Such situations will be handled between the parties involved. Marion County will not be held responsible for replacement of items damaged by another child/participant.

### **CLOTHING**

Send your child to the program in comfortable clothes appropriate for the weather and activity. Children will get dirty while playing some of the activities, so older clothes are recommended.

**No sandals, open-toes, roller sneakers, or high heeled shoes/boots are allowed at camp.**

**Sneakers or hiking shoes only.** Inappropriate shoes restrict the type of play a child can participate in, as well as a safety issue with some activities. Shorts, t-shirts and sneakers are acceptable attire for the program. **Camp shirts/rash, change of clothes and swim attire must be packed daily and all clothing must be in a backpack.** Swimwear should be modest: Girls:

two piece bathing suits that are appropriate, one-piece bathing suits, provided rash guard (to prevent sunburn) and swim shorts. Boys: swim trunks and provided rash guard (to prevent sunburn) All campers must arrive at camp with swimwear on under clothing and sunscreen applied. Swim shoes are recommended as some water locations that have hot asphalt, seagrass and rocks. All campers will need a change of clothes and towel daily.

## LUNCHES

All campers are to bring their lunch each day which is to include drinks. Inside each lunch box should include an adequate amount of food, snacks, a drink and ice pack. All campers need to bring a Re-usable water bottle (non-leaking). We ask that you clearly mark your child's lunch bag / box each day. \*\*Mini- Camps, (when offered), based at school sites may provide a breakfast / lunch program through the school.

## SUNSCREEN

It is strongly recommended that parents apply sunscreen to their child each morning prior to attending the program. Children should bring additional Spray sunscreen (labeled) to apply throughout the day. It is the child's responsibility to apply additional sunscreen. For Spray Sunscreen only, child may ask his / her leader for assistance. All campers are required to wear UV ray protecting rash guard on water days. Hats are also recommended for outside activities.

## MEDICATIONS

If a child requires medication during the program, the parent / legal guardian must fill out a special "Medication Request" form (copy attached). Medication must accompany the child each day or a week's supply in the prescribed container, and given to the on-site supervisor. The Program supervisor will record on the Medication Request form. It is the responsibility of the parent to pick up the container at the end of each day. Only send the exact amount of medication prescribed for that day. We only administer rescue medications to campers, such as Epi-Pens and inhalers.

## LOST AND FOUND

Each camp will maintain a lost and found area near the office. Please label everything your child brings to camp. Do not send expensive equipment to camp. Have your child leave all toys, games, etc. at home. **We are not responsible for the loss or damage of any items that your child may bring to the program.** Please check with staff immediately upon noticing the loss of any item(s). At the end of each session, all unclaimed or lost and found items will be either donated or discarded, depending on the condition of items.

## ILLNESS

If your child has symptoms of illness, we require that they stay home until they are asymptomatic and fever-free without medication for 24 hours. Illness spreads quickly in a camp environment. If a child begins to run a fever or become physically sick, staff will contact the parent/guardian to pick the camper up immediately from camp location.

## **HEAD LICE**

Any child who is found to have head lice / nits will be sent home **immediately and will not be allowed to return to the program until his / her head is treated and free of lice and nits.**

Please assist us with this problem by following these few simple guidelines below:

1. No combs or hair brushes at camp, please.
2. No sharing hats.
3. Check your child's head daily.
4. Notify the program supervisor immediately if a problem exists.
5. Begin treatment. You may contact the program supervisor for written information on treatment of head lice.
6. Child must be checked by the program supervisor and be free of lice and nits (even dead ones) to return to the program.

## **AMBULANCE SERVICE**

In the event of an emergency in which emergency medical staff warrants that the child is taken to the nearest hospital, transport fees will be the responsibility of the parents or legal guardian.

## **PARENT INFORMATION**

Keeping our parents informed and parents keeping us informed are very important to the success of our Programs.

**Parents must contact their child's camp leader via class dojo or number provided when:**

1. When someone else is picking up your child. Must be submitted in writing.
2. If a child cannot be picked up on time
3. An incident or change occurs in your child's life that alters his / her attitude or behavior or causes emotional upset (i.e. divorce, loss of a pet, death in the family). Staff will be sensitive to such situations and will maintain the child's confidentiality.
4. Your child has a contagious disease (i.e. head lice, pink eye, chicken pox).

**Parents will be contacted immediately when:**

1. Your child has received an injury that could require immediate medical attention.
2. Your child exhibits a medical condition that could be contagious or threatening to others in the program.
3. Your child is ill and unable to participate in planned activities.
4. Your child must be picked up due to unacceptable behavior.

**Parents will be notified at pick-up time when:**

1. Your child receives a minor injury that does not require the service of a professional in the medical field.
2. Your child complains of a non-emergency condition or symptom.
3. Your child exhibits unusual or inappropriate behavior.
4. We want to share your child's accomplishments and positive social experiences.

## **CODE OF CONDUCT**

Please carefully review the code of conduct with your child. In fairness to all children in the program, we expect appropriate behavior at the program. Disciplinary measures will be taken when necessary.

1. Children may not leave the program without written permission.
2. Children must stay in designated areas.
3. Children will be courteous to other children and staff.
4. Children will respect County property, and all facilities therein.
5. Children will respect and not abuse equipment.
6. Cursing, profanity / swearing, name-calling, fighting and roughhousing will not be tolerated.
7. Children must follow program and staff rules at all times. Flagrant disrespect will not be tolerated.
8. Children will stay with staff at all times.
9. Only “registered” participants are allowed at the program.
10. Children must participate in activities and have FUN!!!

## **FAILURE TO OBEY THE PRECEDING RULES MAY RESULT IN**

1. Verbal reprimand by staff.
2. Timeout from activity.
3. Verbal reprimand by the Program Supervisor in addition to notifying parent. A written or digital message will be sent home with the child to inform parents of the situation. This message is to be signed by parent(s) and returned with their child the very next day they return or are allowed to return back to the program (in cases of suspension).
4. Suspension from the program for a specified length of time – 1 day to 2 weeks. In extreme cases, a child may be removed from the program entirely. All suspensions must begin the following day of the program.
5. There will be no refunds issued for any child suspended from the program.

**\*\*\*PLEASE NOTE: Zero tolerance policy with weapons (knives / guns) and / or threats. Any behavior that is deemed malicious or violent, or results in property or equipment damage and / or injury will result in immediate suspension, and possibly notification to the Marion County Sheriff’s Office. The number of days of suspension will be determined by the severity of the act. The parent will be responsible for payment for any damaged and / or destroyed property or equipment. Due to the nature of the disciplinary action, we reserve the right to implement whichever of the above steps are necessary. No refunds will be issued if a child is suspended from the program due to behavior issues.\*\*\***

***WE SINCERELY THANK YOU FOR YOUR COOPERATION***

**MARION COUNTY PARKS & RECREATION  
CHILD'S EMERGENCY/IDENTIFICATION RECORD**

Program Site \_\_\_\_\_

Child's Full Legal Name \_\_\_\_\_ Nickname \_\_\_\_\_

Sex \_\_\_\_\_ Birthday \_\_\_\_\_ Age (presently) \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Parent #1/Guardian \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Phone # \_\_\_\_\_

Employment Address \_\_\_\_\_

Parent #2/Guardian \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Phone # \_\_\_\_\_

Employment Address \_\_\_\_\_

The following people may pick up my child (other than parent). Additional persons may be submitted in writing by parent/legal guardian.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

In case of emergency, parent will be notified first. Persons listed below are also authorized to remove child in case of emergency when parent cannot be reached.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Please explain any physical or emotional concerns that might affect your child's participation in activities:

Medications \_\_\_\_\_ Allergies \_\_\_\_\_

**Please check appropriate statements:** My child

( ) will be picked up at the end of the program ( ) will walk home at the end of the program (or ride bike).

A note from parent will be required for any exceptions to the above information. (Please do not remove a child from the program without notifying the leader or supervisor first.) All children must be signed out at the end of the program unless they are approved to walk/ride home.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**IMPORTANT ----- IF ANY INFORMATION ON THIS FORM CHANGES, IT IS YOUR RESPONSIBILITY TO NOTIFY REGISTRATION OR YOUR CHILD'S LEADER IMMEDIATELY.**

Updated: \_\_\_\_\_

Date

Initials

**Marion County Parks & Recreation**  
**Medication Record**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent's Name \_\_\_\_\_ Work # \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Parent's Name \_\_\_\_\_ Work # \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Please explain any physical or emotional concerns that might affect your child's participation in activities:

\_\_\_\_\_

Medications \_\_\_\_\_ Allergies \_\_\_\_\_

I hereby authorize the Marion County Parks & Recreation Department to administer:

Medicine \_\_\_\_\_ at (time) \_\_\_\_\_ in

the amount of \_\_\_\_\_ during (date) \_\_\_\_\_

to be administered (how?-- orally, topically, in or on what?) \_\_\_\_\_

\_\_\_\_\_

To (child's name) \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

