



# Camp Discovery

## Kissimmee Elementary 2017

Dear Parents:

Thank you for choosing Camp Discovery @ Kissimmee Elementary. The City of Kissimmee Parks and Recreation Department would like to ***Welcome You and Your Child*** to our Camp Discovery Summer Camp program. Our goal is to provide your child with a quality experience filled with fun, adventure and endless benefits.

To ensure that you and your child enjoy the summer with us, we have provided the following information regarding camp schedules, policies and procedures. Below you will find a grid that has our session dates, camp fees as well as the payment date in which you will need to pay in full for each week of camp. Should you have any questions, please feel free to contact us at **407-518-2360**.

### Summer Camp Registration and Payment Schedule

Session	Camp Dates	Payment Due Date By 12:00pm	Fee
Week 1	June 5 - June 9	May 26	\$75
Week 2	June 12 - June 16	June 2	\$75
Week 3	June 19 - June 23	June 9	\$75
Week 4	June 26 - June 30	June 16	\$75
Week 5*	July 3 - July 7 <b>*NO Camp 7/4</b>	June 23	\$75
Week 6	July 10 - July 14	June 30	\$75
Week 7	July 17 - July 21	July 7	\$75
Week 8**	July 24 - July 28	<b>***May 26</b>	\$75
Week 9**	July 31 - August 4	<b>***May 26</b>	\$75

**\*There will be NO CAMP July 4<sup>th</sup>**

**\*\* Weeks 8 - 9 are located at the Kissimmee Civic Center – Limited Spaces Available**

**\*\*\*Payment for week 8 and 9 are due May 26**

### Summer Camp Registration & Payment Information

- A \$10 deposit (**nonrefundable at any point**) per child per week will reserve a space for your child in camp until the payment due date.
- The balance due must be received by the payment due date (according to the above schedule) in order to confirm your child's enrollment.
- If payment is not received by the due date, the deposit will be forfeited and the space will be opened to the wait list and/or public, if applicable.
- Payments taken after 12:00pm on the Payment Due Date will result in a **\$15 late fee**.
- Enrollment accepted after the payment due date requires payment in full at the time of registration, if space is available.
- Extended Care Hours: 7:00am – 9:00am & 4:00pm – 6:00pm at no additional charge.
- Children **MUST** be 5 years old before their first day of camp.



## CAMP DISCOVERY PHILOSOPHY AND GOALS

### CAMP DISCOVERY PHILOSOPHY

At Camp Discovery, we believe that summer is a time for fun, exploration and friendship. We are committed to providing children with a safe and supportive environment to explore new arenas as well as expand previously developed interests and skills. We strongly believe that children learn best by doing and Camp Discovery campers will participate in age-appropriate group activities designed to stimulate interest and develop skills in different areas. We expect that with encouragement, campers will discover talents and interests that may become lifelong pursuits.

### CAMP DISCOVERY GOALS

Camp Discovery seeks to help each camper and staff member achieve his or her potential in terms of mental development, physical well-being and social growth through a diverse program utilizing trained leadership and the outstanding facilities & programs.

### THE PROGRAM SEEKS TO:

- Provide a safe, secure and developmentally-appropriate environment for each child.
- Provide an opportunity for each child to develop a sense of self-confidence and appreciation of personal strengths.
- Provide an opportunity for each child to develop a sense of responsibility as a member of his/her family, the community and the world.
- Provide opportunities for each child to develop respect for the natural environment, self and others.
- Provide an opportunity for each child to develop his or her capacities for leadership.
- Provide a fun/caring atmosphere that allows for individual self-expression/personal growth for all.

## CAMP DISCOVERY – GENERAL INFORMATION

**Registration:** Open registration begins on April 12<sup>th</sup> for all campers. An initial registration Camp Packet must be completed for each child and submitted with a \$10 deposit for each week of camp your child is scheduled to attend at the Oak Street Park Community Center. For your convenience, we offer credit card payments online at [webtrac.kissimmee.org](http://webtrac.kissimmee.org), over the phone by calling Oak Street Park Community Center at 407-518-2360 or by coming into the Oak Street Park Community Center. Weekly automatic credit card payments can be set up with the Front Desk at the Oak Street Park Community Center and credit card (only) payments will be accepted at camp.

**Location:** Camp Discovery Kissimmee Elementary is based out of Kissimmee Elementary, located at 3700 W. Donegan Ave. During camp, we will also utilize the Kissimmee Middle Gym, Berlinsky Community House, Oak Street Park Community Center, Kissimmee Lakefront Park and the Kissimmee Civic Center for various activities. See your weekly calendar for further details.

**Camp Hours:** Camp hours are 9:00am through 4:00pm. Early care runs from 7:00am through 9:00am. Late care runs from 4:00pm through 6:00pm. Early and late care is included in the camp fee and includes supervised, self-directed activities. Any parent picking up their child after 6:00pm **will be charged a Late Fee of a \$1.00 per minute per child, for each minute you are late.** This policy will be strictly enforced. Any charges due to a late pick up must be paid at camp the time of pick up with a credit card.

**Parent's Meeting:** Many questions about Camp Discovery can be answered at the Parent's Meeting on **May 30<sup>th</sup> from 6:00pm – 7:30pm** at the Kissimmee Civic Center. This meeting is an informative meeting, just for parents, where any questions regarding camp will be answered by the Recreation & Leisure Services Staff and Summer Camp Staff.

**Drop-off/Pick-up:** On the first day of camp, we recommend that parents accompany each child to his/her group and introduce themselves to their counselor(s) and directors. For safety and security reasons, parents **will be required to sign their child in/out every day, both in the morning and in the evening.** Under no circumstances can a child sign him or herself out from camp. If for any reason you will be picking your child up early, please let his/her counselor know in advance. If someone else will be picking up your child, please let the Camp Director know in advance. This person **must** be on the release authorization form or a written request submitted in person must be provided by the guardian to add someone. **Identification should be carried at all times and will be requested for everyone picking up a child.**

**Campus Grill Campers Breakfast & Lunch:** Campus Grill determines what the breakfast and lunches are on a daily basis. Breakfast is served at a designated time each morning while lunch usually begins around 11:00am with the younger campers and lasts about 30-45 minutes. Depending on space, lunch may have to be served in shifts to the kids. Only children 18 and younger are allowed to eat the provided breakfast/lunch. If extra breakfast/lunch is left over or if campers don't want all of their lunch a "share" table will be used for 2nds. Campers cannot be denied a provided breakfast/lunch and juice/milk. If your child is allergic to certain foods or doesn't like certain foods then please provide your child with a lunch that particular day. Campers are allowed to bring their own lunch and/or snack from home. Lunches are provided on field trips. Parents will be notified on changes to breakfast/lunches. **Breakfast WILL NOT be served Week 9 (July 31<sup>st</sup> – August 4<sup>th</sup>), please make sure you provide your child with breakfast those weeks. Breakfast/Lunch is pending Osceola County School District approval. If anything changes you will be informed at the Parent's Meeting.**

**Payments:** Payments are due, for a given week, by the date given in the payment schedule (on page 1). The entire balance for each week must be paid in full to complete the registration process. A \$10 deposit (nonrefundable) per child per week will reserve a space for your child in camp until the payment due date. The balance due must be received by the payment due date according to the payment schedule in order to confirm your child's enrollment. If payment is not received by the due date the deposit will be forfeited. After the due date, all available camp spots will be opened to the public and/or wait list, if applicable. Enrollment accepted after the payment due date has passed requires payment in full at the time of registration. You can pay your balances online at [webtrac.kissimmee.org](http://webtrac.kissimmee.org), by phone at 407-518-2360. New this year you can set up automatic credit card payments or pay at camp using a credit card (only).

**Waitlist:** Once maximum enrollment has been reached for any given camp week, campers will have the option of being placed on a waitlist at no charge. If you are called from the waitlist, you will be given a designated time in which you need to respond or register. If we do not get a response by that designated time, the next participant will be called.

**Refund/ Transfer Policy:** There is a \$10 NONREFUNDABLE fee to reserve a spot each week of camp. This \$10 is transferable if done before the payment due date although all transfers are based on availability. A transfer/request form must be filled out and turned into the Oak Street Park Community Center before the original camp week. A refund will be considered if the request is received in writing prior to the start of the original camp week. No refunds, except for medical (doctors note required) reasons or change of residency (proof required), will be granted after the balance due date has passed for a particular camp session. Refunds for medical reasons or change in residency will be pro-rated.

**Calendars:** You will be emailed a weekly calendar on the Thursday prior to the following week. This calendar will give an outline of activities for each group. The calendar will also let you know any important information or changes for the following week. Some activities will require campers to bring items from home, i.e. swim suit, towel, etc. Please make a note of these days so campers can participate in all activities.

**What to Wear:** Shorts and shirt; sneakers or closed-toed shoes; hat and/or sunscreen, if necessary. On pool days, campers must wear a one piece swim suit and bring a towel. Please put your child's name on all articles brought to camp. Please remember to wear your provided Camp Discovery shirt (1) on the scheduled field trip day. Additional shirts may be purchased for \$5 each. Payments for shirts must be made the time of purchase at camp with a credit card (only).

**What to Bring:** Your child may want to bring a water bottle each day. Check the weekly calendar for other specific items that your child may need to bring with them to camp.

**Field Trips:** A signed field trip permission slip must be on file for each child. Trips are subject to change/cancellation due to inclement weather and staff is not held responsible to contact parents of any changes. All campers are expected to attend all of the field trips, as they are a scheduled activity of the camp. **The cost of the field trips is included in each week's camp fee. Please be sure your child wears their Camp Discovery t-shirt on field trips and plan to arrive early.** If your child forgets to wear their camp shirt on a field trip day, a new camp shirt (\$5 each with credit card only) must be purchased at camp before they can attend the field trip. In addition to weekly all camp field trips, individual camp groups may schedule their own off site trip and this information will be noted in the weekly calendar. Off site trips may require an additional fee. Buses provided may not have A/C for field trips and/or pool days.

## **CAMP DISCOVERY FIELD TRIPS 2017 (Tentative)**

<b>WEEK</b>	<b>DATE</b>	<b>LOCATION</b>
<b>1</b>	June 7	Crayola Experience
<b>2</b>	June 14	Legoland
<b>3</b>	June 23	Mascot Games
<b>4</b>	June 28	Orlando Science Center
<b>5</b>	July 6	Despicable Me 3
<b>6</b>	July 13	CoCo Key Water Park (Lunch Included)
<b>7</b>	July 19	Fun Spot (Lunch Included)
<b>8</b>	July 26	Skate Reflections
<b>9</b>	August 2	AMF Lanes

\* This is a tentative schedule.

\*\*Field trip dates and locations are subject to change without prior notification.



**DISCIPLINARY/BEHAVIOR POLICY**  
**PARENT'S COPY**

Dear Parents:

Proper behavior and cooperation is essential at Camp Discovery for the safety and enjoyment of participants and staff. The following policy has been established to ensure that all parents and campers understand how our staff will handle situations as they arise. Should you have any questions or concerns, please do not hesitate to let us know. We will do our best to be fair and consistent which each situation.

**CAMP DISCOVERY “3 STEP POLICY” FOR DISCIPLINE**

- 1) Give the camper a public verbal warning and/or a “time-out”. This “time-out” should be something that the camper wants to participate in, i.e. a game, arts & crafts, etc. This period should not exceed 10 minutes and should never involve food/drink deprivation. Please talk to the camper and make sure they know what they did wrong so it does not happen again as well as what behavior you expect out of them.
- 2) If the behavior continues, pull the camper aside and give a private warning. Each camper will have a behavior form on file that will need to be filled out and put back in the binder. The parent may be brought in for a meeting with the Director(s).
- 3) If the behavior still continues, pull the camper aside and again give them a private warning. At this point, the Director(s) should be involved in the disciplining of the camper as well as notifying the parent of this repeat behavior. At this time, the camper may be suspended from a day of camp, field trip or pool. The parent must meet with involved Camp Staff during the programming hours of 9am-4pm or at an agreed upon time to keep the camper in camp. The next and last step, the camper may be expelled from summer camp. All involved staff must fill out a full page incident report as well as inform camp administration at Oak Street.

Camp Discovery is a great experience for all children. It is necessary to have a discipline policy in place to ensure a quality program for all participants. It is appreciated that you go over the importance of conduct with your child(ren) and our discipline policy.

**Keep this Copy**



CAMP DISCOVERY – KISSIMMEE ELEMENTARY 2017
City of Kissimmee Parks & Recreation Department
PARTICIPANT INFORMATION

Child's Name \_\_\_\_\_

I/We, (Parent's Name) \_\_\_\_\_ have legal custody of

\_\_\_\_\_, a minor, age \_\_\_\_\_ born \_\_\_\_\_, who resides with me
(Child's name) (Age) (Birth date)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Parent's E-mail address: \_\_\_\_\_

Mom: Home Phone: \_\_\_\_\_ - \_\_\_\_\_ Work Phone: \_\_\_\_\_ - \_\_\_\_\_
Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_\_
Dad: Home Phone: \_\_\_\_\_ - \_\_\_\_\_ Work Phone: \_\_\_\_\_ - \_\_\_\_\_
Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_\_

K 1 2 3 4 5 grade (entering Fall 2017) \_\_\_\_\_ Female \_\_\_\_\_ Male
(Circle one)

Name of the school that my child attends: \_\_\_\_\_

Child's Shirt Size: (circle one) YOUTH- Small, Medium or Large; ADULT- Small, Medium, Large, XL

In accordance with the American with Disabilities Act, describe any accommodations needed for your child's participation in this program: \_\_\_\_\_

RELEASE AUTHORIZATION

I/we give the following people permission to pick up my child and contact in the event of an emergency: (Only the following people listed below or above will be allowed to pick up your child, unless the Camp Director receives written notification in advance by the parent/guardian) \*\* Identification will be required for all \*\*

- 1. \_\_\_\_\_ Phone # Home \_\_\_\_\_ - \_\_\_\_\_ \_\_\_\_\_
Work \_\_\_\_\_ - \_\_\_\_\_ relationship to child
Cell \_\_\_\_\_ - \_\_\_\_\_
2. \_\_\_\_\_ Phone # Home \_\_\_\_\_ - \_\_\_\_\_ \_\_\_\_\_
Work \_\_\_\_\_ - \_\_\_\_\_ relationship to child
Cell \_\_\_\_\_ - \_\_\_\_\_
3. \_\_\_\_\_ Phone # Home \_\_\_\_\_ - \_\_\_\_\_ \_\_\_\_\_
Work \_\_\_\_\_ - \_\_\_\_\_ relationship to child
Cell \_\_\_\_\_ - \_\_\_\_\_
4. \_\_\_\_\_ Phone # Home \_\_\_\_\_ - \_\_\_\_\_ \_\_\_\_\_
Work \_\_\_\_\_ - \_\_\_\_\_ relationship to child
Cell \_\_\_\_\_ - \_\_\_\_\_

I understand that there is an inherent risk in my participation in this program, and I agree to hold harmless the City of Kissimmee, the City of Kissimmee Parks & Recreation Department and any employee of the City of Kissimmee against any and all claims resulting from my participation in this camp.

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## CAMP DISCOVERY – KISSIMMEE ELEMENTARY 2017

Child's Name \_\_\_\_\_

### HEALTH HISTORY AND RELEASE

Does your child have any special needs, medical concerns, allergies, behavioral/social conditions or any other accommodations that we need to be aware of to ensure a safe and enjoyable summer with us? \_\_\_\_\_

Food Allergy:  NONE  
 Egg  Peanut  Tree Nut  Shellfish  Wheat (Gluten)  
 Fish  Soy  Milk  Other/Additional \_\_\_\_\_

The City of Kissimmee Parks & Recreation Department is truly committed to providing a safe, fun, and enjoyable experience for all participants in our camps and programs. We understand that some children have special needs; and that there are varying types and degrees of these needs. Although our qualified staff members are well-trained and knowledgeable, depending on a child's individual needs, there may not be the resources for the one-on-one care that some children require.

If you prefer to speak directly with the Administrative Staff, please call our office to discuss at any time. Once we speak, together we can make an informed decision on whether it is in the best interest of your child, as well as the other campers, to register your child into our summer camp program. Please keep in mind that if, at any time, a student is creating an unsafe environment for the other campers or camp as a whole, the child may need to be removed from camp. We appreciate your understanding as safety is of the utmost importance.

Please Note: If your child requires prescription medication during camp hours, a separate Permission and Waiver to Dispense Medication and medication information must be completed by parent or guardian.

**IN CASE OF EMERGENCY, I/We authorize the CITY OF KISSIMMEE PARKS & RECREATION STAFF, in whose care my child has been entrusted, to take my child to an emergency room, doctor's office, clinic or hospital. I/We also give my/our consent to an x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care, to be rendered to my child, by a doctor or surgeon licensed to practice in any state in the United States.**

**I HAVE READ THIS SECTION AND I AGREE TO OBSERVE ALL THE POLICIES LISTED ABOVE.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### FIELD TRIP & AQUATIC CENTER – Permission Slip

(Child's Name) \_\_\_\_\_ has my permission to participate in weekly field trips as scheduled by the City of Kissimmee including the BOB MAKINSON AQUATIC CENTER during the Camp Discovery Program. I understand transportation will be via City of Kissimmee bus, passenger van or contracted bus.

(Please Initial)

- \_\_\_\_\_ My child **CAN NOT** swim.
- \_\_\_\_\_ My child **CAN** swim.
- \_\_\_\_\_ My child has permission to go on the 150 ft waterslide, provided that he/she meets the height requirement of 48".
- \_\_\_\_\_ I understand that my child is required to wear a one piece swim suit.
- \_\_\_\_\_ I understand that each child will be administered a swim test by the Aquatics staff their first time at the Aquatic Center.

Parent's comments/concerns: \_\_\_\_\_

Weekly field trips are part of the City of Kissimmee Parks & Recreation Department's Camp Discovery and it is expected that everyone will attend. Due to staff attending these field trips, provisions will not be made for children who do not wish to attend. All children attending CAMP DISCOVERY who are participating in the field trip/aquatic activity must have a signed permission slip on file. Field trip locations/dates are subject to change. Trips are subject to change/cancellation due to inclement weather and staff is not held responsible to contact parents of any changes. Please check the weekly calendar at camp. The cost of weekly field trips is included in the camp fee. I understand that this covers the cost of transportation and the general admission fee and will not cover any extras for my child.

I hereby agree to indemnify and hold harmless the City of Kissimmee and any city employee, instructor, coach, or volunteer against any and all claims relating to participation in a City Parks & Recreation sponsored activity. I understand there is an inherent risk of an accident in any activity which I choose to participate. I agree to adhere to all City ordinances, Parks & Recreation rules and regulations. I understand that if I am signing this consent for a minor, all rules will apply to all parties involved.

**I HAVE READ THIS SECTION AND I AGREE TO OBSERVE ALL THE POLICIES LISTED ABOVE.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



**PARENT/GUARDIAN AGREEMENT**

PRINT NAME OF CHILD \_\_\_\_\_

Please initial that you understand the following:

- \_\_\_\_\_ I understand that planned activities for Camp Discovery – Kissimmee Elementary are from 9:00am to 4:00pm.
- \_\_\_\_\_ I understand that early care is available from 7:00am through 9:00am and that late care is available from 4:00pm through 6:00pm.
- \_\_\_\_\_ I understand that camp ends at 6:00pm and I will be charged a late fee of \$1.00 per minute per child for any pick-up after 6:00pm. NO EXCEPTIONS.
- \_\_\_\_\_ I understand that I must provide my child with breakfast for Week 9 (July 31<sup>st</sup> – August 4<sup>th</sup>).
- \_\_\_\_\_ I understand that payments will be accepted at the Oak Street Park Community Center, via internet at webtrac.kissimmee.org, by phone or at camp.
- \_\_\_\_\_ Enrollment accepted after the payment due date has passed requires payment in full at the time of registration.
- \_\_\_\_\_ There is a \$10 ***NONREFUNDABLE*** fee to reserve a spot each week of camp. This \$10 is transferable if done before the payment due date although all transfers are based on availability. A transfer/request form must be filled out and turned into the Oak Street Park Community Center before the original camp week. A refund will be considered if the request is received in writing prior to the start of the original camp week. No refunds, except for medical (doctors note required) reasons or change of residency (proof required), will be granted after the balance due date has passed for a particular camp session. Refunds for medical reasons or change in residency will be pro-rated.
- \_\_\_\_\_ Transfers with the deposit have to be done prior to the payment due date along with a completed transfer form to be considered. Requested transfers submitted after the balance due date are based on availability and are subject to the loss of your deposit.
- \_\_\_\_\_ Payments are accepted online at webtrac.kissimmee.org, by phone with credit card at 407.518.2360, at camp or by setting up automatic credit card payments.
- \_\_\_\_\_ I understand that participants may be videotaped or photographed during City of Kissimmee Parks & Recreation Department program, activities, and events. My photo, video, and film likeness, and that of my child/ward, may be used by the program, activity and event holders, producers, sponsors, organizers and/or their assigns for any legitimate purpose. I will hold the City of Kissimmee, its agents, and employees harmless, on behalf of me and my child/ward and others as outlined above, for such use.

**I HAVE READ THIS FORM AND I AGREE TO OBSERVE ALL THE POLICIES LISTED ABOVE.**

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_



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**CAMP COPY**

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**I UNDERSTAND AND ACCEPT THE DISCIPLINARY/BEHAVIOR POLICY.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN this Copy**