



## Day Camp Program General Information, Rules & Regulations

<b>2010 Camp Dates</b>	<b>Session #1</b>	<b>June 1st – 11<sup>th</sup></b>
	<b>Session #2</b>	<b>June 14<sup>st</sup> – June 25<sup>th</sup></b>
	<b>Session #3</b>	<b>June 28<sup>th</sup>– July 9<sup>th</sup></b>
	<b>Session #4</b>	<b>July 12<sup>th</sup> – July 23<sup>rd</sup></b>
	<b>Session #5</b>	<b>July 26<sup>th</sup>—July 30<sup>th</sup></b>

**Times & Location** Camp runs 7:30am – 5:30pm Monday – Friday (excluding holiday) Ages 6 – 14 years old. Palm Bay Community Center, 1502 Port Malabar Blvd. NE and Palm Bay Community Charter School, 1350 Wyoming Dr. SE

**Fees** Fees are for 2 week sessions. Pre-approval required for split session. 1 week rate will apply. There is a \$15.00 discount off total price for Palm Bay residents for 3 or more children in the same household attending the same session and \$10.00 discount for nonresidents. Proof of residency is required. Checks are not accepted.

**PB Resident/Nonresident Rates**

**7:30am – 5:30pm \$170.00/\$180.00 (10 hrs)**

**One Price 10 Hours or Less**

**Weekly rate or split session \$110.00/\$130.00**

**Pre-approval required for Weekly rate**

**Registration Fee Non Refundable**

**Resident \$40.00 per child**

**Non-Resident \$50.00 per child**

An extra fee of \$10.00 per day or \$35.00 per week will be charged for Early Drop Off 7:00am-7:30am and/or late pick up 5:30pm-6:00pm for Residents or \$45.00 for Non-Residents. No children will be accepted prior to 7:00am. A \$10.00 fee will be charged every 15 minutes after 5:30pm. Palm Bay Police will be contacted after 6:30pm. Your child will not be allowed to return to camp until the late fee is paid in full.

**Federal Tax ID** Our Federal ID # is 59-6018984. Save your camps receipts for your tax returns.

**Registrations/  
Payments**

Registrations are accepted during normal business hours Monday-Friday 8:30a-9p and Saturday 9a-5p. You may register for any or all sessions. Space is limited and registrations will be accepted on a first come first serve basis. **Proof of residency is required.** Proof of age may be requested.

Registrations are accepted at the Palm Bay Community Center 1502 Port Malabar Blvd. NE. Payment accepted by cash, credit, or debit card with Visa, MasterCard, Discover, or Amex logo, money orders or bank issued cashier's check. **NO CHECKS ACCEPTED AT ANY TIME.**

**Refunds/Requests**

There is a strict policy on refunds which includes administrative cost and time table. All refunds must be approved by Camp Supervisors only. Refunds are issued less administrative fee of \$15.00 per child and \$5.00 per field trip. To apply for refund, you must complete a Refund Request Form. If your request is approved, a check will be issued and mailed directly to you within 14 days of receipt by the Finance Department. Full refund, less administrative fee, will be made if request received prior to beginning of

session, otherwise refund will be pro-rated. Refunds only granted for medical reason (requires physician note), family emergency, or suspension from camp program. No refunds will be honored after the camp program has concluded.

**Fee Includes** Your registration fee includes 1 camp t-shirt on first session registration only. Children will participate in crafts, special events, contests, special presentations, sports, games, nature hikes, swimming, bowling, skating, on-site movies, and snack, special luncheons (BBQ, ice cream socials, and pizza party). Additional costs apply for scheduled Special Trips or off-site movies and activities.

**Super Field Trips** Camp schedules and field trip registration/payment forms will be posted in the front lobby. Children attending field trips must pre-register and make payment by stated deadline. Field trip fees include admission to attraction, lunch (for most trips), and luxury roundtrip bus trip. **Due to limited space, trips are on a first come first serve basis. Parents may only attend if space is available.** Children have priority. A waiting list will be started for trips that sell out.

**Medical Emergency** It is important that our staff be informed of any medical problems or limitations that your child may have in order to accommodate their needs. A Medical Form should be completed for each child. It is very important that we are able to reach you or an emergency contact during camp hours. If your child is currently taking medications and will require a dose during camp hours, you **MUST** complete a Medication Dispensing Form. Medications must be given to a Camp Supervisor to be locked up. Children will only be released to those you have listed on the registration form. No acceptance will be made.

**Head Lice** We have an outbreak of head lice almost every year during summer camp. **OUR** policy regarding head lice is if your child has contacted head lice, you will be called to pick him/her up, and they will not be permitted to return until our staff checks them again and we are satisfied.

**Lunch/Snacks** Each child is required to bring a lunch with them. We do not provide lunch. A bag lunch is preferred as they can be thrown away. If you provide a lunch box for your child, you may want to clearly mark their name on it. Vending machines are available for use during lunch and snack time only. Children may only eat or drink during scheduled lunch and snack times. **NO** gum is allowed at any time. A snack and drink will be provided free daily at approximately 3:00pm. Snack will be chips, cookies, granola bars or similar.

**Attendance/Hours** Attendance will be checked daily and regularly throughout the day. A receipt or proof of payment may be requested at beginning of each session. Payment must be made in order to leave child at camp site. Parent must sign child in and out each day at their registered times. Additional fees will apply if child dropped off or picked up outside their registered time. Children cannot be dropped off and cannot leave building without parent/guardian. Children may not arrive earlier than 7:30am unless pre-arrangements have been made. Children must be picked up by 5:30pm. A \$10.00 late fee will be charged every 15 minutes beginning at 5:45pm. Children will be turned over to PB Police Dept. after 6:00pm. Fees must be paid in full prior to child returning to camp. Children will be placed in age groups. Ages are determined at time of registration. Children cannot change age groups throughout the camp program. Parents are responsible for transporting children to and from Camp Site.

**Lost & Found**

Each year our camp program collect a large supply of lost and found articles ranging from lunch boxes, towels, clothes, shoes, toys, games, and more. Please be sure to label your child's articles with their first and last name. Parents may want to check the Lost and Found Box on a regular basis. Outside toys and games are not permitted. If brought to camp and cause problems, they will be confiscated.

**Discipline**

Parents are encouraged to review camp rules with their children. Same rules apply at camp as they do in school. Minor discipline offenses will result in time out for first offense and written Disciplinary Report for any thereafter. Written Disciplinary Report requires parent conference and signature prior to child returning to camp. For repeated offenses or major offenses, parent will be contacted and child suspended from camp program. Discretion will be emphasized.

Major offenses resulting in suspension:

1. Acts of violence towards other children or staff
2. Destroying public or private property
3. Foul language, stealing, or harassment
4. Disrespect to supervision

These behavior problems will not be tolerated at the camp.

**Forms**

Please be sure to complete all requested forms in their entirety to avoid delay in registration or trips.

**Camp Staff**

Our camp staff has completed governmental background checks to include fingerprinting and drug testing. This is a Drug Free Workplace and a Safe Zone. Community Center Camp Supervisor Mike Cosumano can be reached at (321)952-3443 anytime or (321)726-0071 during camp hours only. Charter School Supervisor Mesha Johnson can be reached at the Charter School (321) 409-4500 or the Community Center at (321) 952-3443.