

City of
Gainesville

Parks, Recreation and Cultural Affairs
A **CAPRA** Accredited Agency

**Summer
Camp
2020**

Parent Handbook

Our Program

Welcome to the City of Gainesville's Summer Camp Program for 2020! Summer camp activities play a vital role in the development and wellbeing of the younger citizens in our Gainesville community. We are pleased to offer this fun-filled, educational program for them. Our summer camp programming has adopted the Florida Recreation and Park Association (FRPA) initiatives for programming, to include education, health, economic development, environmental sustainability and community building in addition to The Character Counts® Program, which consists of: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. We incorporate partnerships for programming to diversify and assist in achieving our mission; past partners include agencies such as Peaceful Paths and Community Bank & Trust of Florida. Participants will be involved in various life-long recreational and educational activities such as swimming, tennis, arts & crafts, basketball, board games, bowling, volunteer activities, and more.

In response to recommended safety guidelines for usage of parks, open spaces and facilities in the presence of the COVID-19 outbreak, the City of Gainesville Summer Camp Program has been modified, limiting the capacity to provide normal services and activities. **Field trips, outings and swimming activities will not be conducted during the 2020 summer camp program.**

Program Information

Recreation Traditional Summer Camp (Grades 1 through 5)

Locations

Albert Ray Massey Recreation Center
(1001 NW 34th Street)

Eastside Community Center
(2841 E. University Avenue)

Phoenix Community Center
(3113-B SW 26th Drive)
*must live in Phoenix Community
**Morning session only

Porters Community Center
(512 SW 2nd Terrace)

Dates and Times

June 22 through July 31 (Monday-Friday)
Morning Sessions: 8am-12pm
Afternoon Sessions: 2pm-6pm

Session One (Morning)
Monday, June 22 through Thursday, July 2
*No camp on Friday, July 3

Session One (Afternoon)
Monday, June 22 through Thursday, July 2
*No camp on Friday, July 3

Session Two (Morning)
Monday, July 6 through Friday, July 17

Session Two (Afternoon)
Monday, July 6 through Friday, July 17

Session Three (Morning)
Monday, July 20 through Friday, July 31

Session Three (Afternoon)
Monday, July 20 through Friday, July 31

**Participants are limited to 1 session per day; they cannot attend both a morning session and an afternoon session.*

Recreation Teen Summer Camp (Grades 6 through 8)

Location

TB McPherson Center
(1717 SE 15th Street)

Dates and Times

June 22 through July 31 (Monday-Friday)
1pm-5pm

Session One
Monday, June 22 through Thursday, July 2
**No camp on Friday, July 3*

Session Two
Monday, July 6 through Friday, July 17

Session Three
Monday, July 20 through Friday, July 31

Registration

Pre-Registration begins Monday, June 8. You can register [online](#) Monday, June 8 through Wednesday, June 17 (closes at 5pm). You can register in person on Thursday, June 11 and Friday, June 12 at our Administration Office in the Historic Thomas Center from 8am-5pm. Temperature screenings will be in place prior to entering the building. Face masks are required.

Pre-Registration is required! If pre-registration applicants exceed a sessions' capacity, all pre-registered applicants will be entered into a lottery pool for the chance to be selected for that session.

Lottery Selection Process

- The lottery selection confirmations and notifications will be made on Wednesday, June 17.
- The lottery selection will utilize a randomization process.
- If you are selected for a session, you will be automatically enrolled and notified via email. Payment will be due upon confirmation of selection, during registration.
- If you are not selected for a session, you will be automatically waitlisted and notified via email.

-Example

- If there are 23 applicants and there are 30 enrollment spaces available, all 23 applicants will be eligible to register with no lottery selection process.
- If there are 44 applicants and there are 30 enrollment spaces available, there will be a lottery selection process for the available enrollment spaces and also to determine the waitlist.

Registration begins Thursday, June 18. You can register [online](#) Thursday, June 18 through Friday, June 26. You can register in person on Thursday, June 18 and Friday, June 19 at our Administration Office in the Historic Thomas Center from 8am-5pm. Temperature screenings will be in place prior to entering the building. Face masks are required.

**If the participant is 6 years old by June 22, 2020 or is completing kindergarten in the current school year (2019-20), you must supply proof of grade verification (report card, progress report, school print out or Skyward portal for the current school year) at our Administration Office in the Historic Thomas Center. Your registration is not complete until proper documentation has been supplied.*

Scholarships

Scholarship applications are available for families that qualify through the School Board of Alachua County (SBAC) for free or reduced lunch. Families may also apply by submitting the City of Gainesville's Family Application for Reduced Fees form. Proof of the past four weeks of income must be submitted with the application at time of registration. You can request proof of free or reduced lunch through your child's school by calling the SBAC's Food Service Office at 352-955-7539, extension 1569. **If eligible, you will receive a 50% discount.** Scholarship award does not guarantee enrollment in the program, the registration is a separate process.

Gainesville Arts & Parks Foundation (GAP) Scholarships are not available this summer.

**The non-resident fee is not eligible for discount.*

Attendance Policy

When scholarships are granted, a child must attend the program on a full-time basis. Full time equates to three times a week. If a camper misses five consecutive days, or two weeks without attending three days per week, then the scholarship will be revoked. The child may remain a registered participant by paying the full camp rate for the remainder of the desired session within two days of the decision. If the parent/guardian does not make this payment, the child will be withdrawn from camp.

Program Structure

- Each program location will have a site director and assistant director.
- Each program location is limited to 10 participants per programmable room which will determine the session capacity at each location.
- Participants will be divided into groups of no more than 10 and each group will be assigned a camp counselor each session.
- Groups will not commingle, participants will not move between groups and camp counselors will remain only with the group to which they're assigned each session.
- Participants will be grouped by age to the extent possible.

Safety Precautions and Expectations for Families

Health Screening

- All staff and participants are required to complete a health screening including a temperature scan prior to entering the program area daily.
- Participants with a temperature above 100.4 or any other signs or symptoms of illness will not be permitted to attend the program.

Social Distancing

- All check-in and check-out will take place outside the center. No family members or accompanying adults will be allowed in the program space.
- Staff will monitor participants to encourage social distancing of 6 feet apart during program times.
- Participants will have assigned seats within the program area.
- Each participant will be provided an individual supply kit to keep at the program to limit sharing.
- Use of shared supplies will be limited and any shared equipment will be disinfected between groups.
- Clear paths will be designated for each group during transitions to avoid coming in contact with other groups.
- Participants will stay with their group throughout the session.

Isolation of individuals with symptoms

- If a participant or staff person develops symptoms during the day, the following isolation protocols will be followed:

-Participants

- If a participant shows any symptoms or develops a fever, they will be isolated immediately in a designated space.
- Staff will notify the parent/guardian and the parent/guardian is required to make immediate arrangements to pick up the participant within 1 hour.
- A staff member who has already had exposure to the participant will stay with them until the parent/guardian or authorized person arrives to pick them up.
- All other participants and staff in the child's group will be screened.
- We will follow current public health guidance when determining when a participant can return to the program after having symptoms or fever.

-Staff

- If a staff member shows any symptoms or develops a fever, they will follow current policies and procedures for ill or injured staff.
- Other staff and children in their group will be screened.
- We will follow current public health guidance when determining when a staff can return to the program after having symptoms or fever.

Cleaning and Sanitizing

- Handwashing breaks are scheduled after each activity block.
- Staff will sanitize surfaces and high touch areas after each activity.
- Spaces used by multiple groups will be thoroughly cleaned between each group.
- Bathrooms will be cleaned throughout the day.
- All program areas are deep cleaned nightly.

Personal Protective Equipment

- Masks will be provided for all staff and staff will be required to follow current regulations regarding wearing masks during program.
- Masks will not be provided for participants and participants are not required to wear masks during the program.

PRCA Administrative Office

Thomas Center, Building B, Third Floor
306 NE Sixth Avenue
Gainesville, FL 32601
Monday-Friday
8a.m.-5p.m.
352-334-5067
www.CityofGainesvilleParks.org

Recreation Administrative Staff

Billy Marcantel - Recreation Manger
352-393-8526
marcantelwp@cityofgainesville.org

Donald Johnson - Recreation Supervisor
352-393-8192
johnsond1@cityofgainesville.org

Summer Camp Administrative Staff

Mary Harker - Program Coordinator
352-393-8438
harkermm@cityofgainesville.org

Diane Latson-Harden - Recreation Ldr.
352-393-8768
latsondr@cityofgainesville.org

Summer Camp Site Staff

Kember Griffis - Recreation Aide II
Director - Albert Ray Massey
352-334-2821
griffiskn@cityofgainesville.org

Hailey Moffitt - Temp Recreation Asst.
Asst. Director - Albert Ray Massey
moffitthn@cityofgainesville.org

Chanton Williams - Recreation Aide II
Director - Eastside
352-334-2714
williamsc1@cityofgainesville.org

Kam'rn Hopkins - Temp Recreation Asst.
Asst. Director - Eastside
hopkinskd@cityofgainesville.org

Eliza Gray - Temp Recreation Asst.
Director - Phoenix
352-240-6179
graye1@cityofgainesville.org

Sarah Turner - Temp Recreation Asst.
Asst. Director - Phoenix
turnersc@cityofgainesville.org

Latoya Washington - Temp PRCA Supv.
Director - Porters
352-334-3366
washingtonle@cityofgainesville.org

Edna Rollins - Recreation Aide II
Director - TB McPherson
352-334-2188
rollinsem@cityofgainesville.org

Ryan Robinson - Temp Recreation Asst.
Asst. Director - TB McPherson
robinsonrr@cityofgainesville.org

Program Details

Check-In & Check-Out

We ask that all parents/guardians check campers in and out with staff at the designated area outside the center. Campers who arrive before check-in will not be supervised and are not allowed in the centers. A "Sign In/Sign Out" sheet will be available daily. Parents/Guardians are required to sign their camper(s) in upon arrival and out upon pick-up. No camper(s) will be permitted to leave the supervision of staff without written consent or with any person other than those designated by written consent. **A state or federally issued picture identification card will be required from the authorized person(s) prior to releasing a child into their custody.**

-Morning Sessions

- Check-in: 8a.m.-8:30a.m.
- Check-out: 12p.m.-12:30p.m.

-Afternoon Sessions

- Check-in: 2p.m.-2:30p.m.
- Check-out: 6pm.-6:30p.m.

-TB McPherson

- Check-in: 1p.m.-1:30p.m.
- Check-out: 5p.m.-5:30p.m.

Tardy Pick-Up

Campers should be picked up no later than the posted ending time for check-out. We do understand that during the course of the summer, something may cause you to arrive late for pick-up. If you know you are going to be late, please call and notify staff ahead of time. **A \$5 fee will be charged for a camper(s) remaining on site beginning at the sixth minute after the posted ending time for check-out; this is a per family fee. The camper(s) will not be allowed to return to camp until this fee is paid in full.** If the camper(s) are picked up late three times (or has not been picked up at a reasonable time), then the camper(s) are subject to involuntary withdrawal.

Clothes and Attire

Always send your camper(s) prepared for the day's activities. All belongings should be clearly marked with the camper(s) first and last name. Remember swimwear and towel on dates designated for swimming activities and include an adequate supply of sunscreen (minimum SPF15, please send aerosol sunscreen only), hat, water bottle and extra socks.

-Female Swimwear

- Campers should wear a one-piece swimsuit.

-Male Swimwear

- Campers should wear swim trunks that are lined.

**A swim shirt or solid white, well fitted t-shirt is optional.*

Campers must wear athletic shoes with socks. Sandals or flip-flops are only permissible at designated swimming locations. Play clothes are most suited for summer camp, t-shirts and shorts are recommended. Dresses, tube tops, spaghetti straps, short-shorts or any form of dress that is deemed inappropriate by staff will not be allowed. If clothing is found to be inappropriate, the parent/guardian will be contacted and asked to bring appropriate clothing for the camper. If proper clothing cannot be dropped off, the camper will not be allowed to participate in activities.

Lunch and Snacks

The City of Gainesville partners with the School Board of Alachua County (SBAC) to provide meals and snacks during the summer camp program. Water is provided throughout the day and we recommend your camper(s) bring a refillable plastic water bottle each day. Parents/guardians are allowed to send meals and snack items for their camper(s). Trading and sharing food items is prohibited due to dietary restrictions and food allergies. Meals must be provided by the parent/guardian for their camper(s) if there are dietary restrictions or allergies.

In response to recommended safety guidelines for usage of parks, open spaces and facilities in the presence of the COVID-19 outbreak, the City of Gainesville Summer Camp Program has been modified, limiting the capacity to provide normal services and activities. **Meals will not be provided for campers during the 2020 summer camp program.**

Field Trips and Outings

The costs of the field trips are incorporated into the price of the camp, each program site will go on field trips during the summer. Detailed information will be posted and distributed weekly to parents/guardians. Campers are allowed to bring spending money however, camp staff is not responsible for securing money or regulating how money is spent.

Please make sure your child is dropped off on time, staff will not remain at the center to supervise campers while a program site is on a field trip or outing.

Summer camp t-shirts are to be worn on all field trips.

-Swim Lessons

In an effort to bring awareness about water safety, all campers that are unable to pass the swim test will participate in free swimming lessons during outings to the pool.

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Personal Belongings

Participants should not bring toys, games, electronic devices and other personal belongings to the program site unless otherwise stated by a site Director. The City of Gainesville cannot assume responsibility for personal belongings that are lost, stolen or damaged.

Sunscreen

We strongly suggest that parents/guardians apply sunscreen to their camper(s) prior to arriving at the program site. Campers should bring an adequate supply of sunscreen (minimum SPF15, please send aerosol sunscreen only) clearly marked with their first and last name. Camp staff can assist with reminding campers to use sunscreen; camp staff will not apply sunscreen to campers.

Lost and Found

A lost and found area will be designated at each program site. If your camper(s) lose an item, visit the lost and found area as soon as possible. To help your camper(s) items return home, do not forget to label everything clearly with your camper(s) name! Unclaimed items will be donated to a charitable organization at the conclusion of each camp session.

Inclement Weather

During excessively hot weather or rain, program sites may modify the daily camp schedule.

During severe inclement weather such as lightning, flooding, tornados, hurricanes, etc., please call the program site or the Administrative Office for information about your camper(s).

Medications and Accommodations

Parents/Guardians who have a camper(s) that will be taking medications while at camp must complete the City of Gainesville's Request to Facilitate Medication form. The form must accompany the medication when it is checked-in by staff at the program site and must be submitted by a parent/guardian. **Completed forms submitted by a camper(s) will not be considered valid.**

All prescription and over-the-counter medication (including topical ointments) should be in the original container, clearly marked with the camper(s) first and last name, the name of the medication (include brand names) and instructions for administration and storage.

Camp staff will provide medication at the date(s) and time(s) instructed to facilitate camper's self-administration of medication; **camp staff will not administer medication.**

Illness and Injury

Illness

If your camper(s) has a communicable disease, please notify camp staff immediately. Parents/Guardians will be notified if their camper(s) has been exposed to a contagious disease and will be alerted to the symptoms to watch for. The camper(s) with the communicable disease will not be allowed to return to summer camp without a written statement from a physician stating that:

- The camper is no longer contagious.
- The camper is able to resume daily activities.

Illness on site:

If your camper(s) becomes ill while attending summer camp, the following steps will be taken:

- The camper will be removed from activity area.
- Camp staff will remain with the camper.
- Parent/Guardian will be notified immediately; if the parent/guardian cannot be reached, emergency contact(s) will be notified.

Parents/Guardians are expected to make immediate arrangements to pick up their camper(s). It is not appropriate for a sick or injured camper(s) to remain at the summer camp for the duration of the day.

Injury or Serious Illness on site:

If a camper(s) becomes injured, camp staff will administer basic First Aid. In the case of a serious accident or illness, the parent/guardian will be notified immediately and 911 will be called; if the parent/guardian cannot be reached, emergency contact(s) will be notified.

-Please keep your camper(s) home if he/she has:

- A temperature
- Rash that you cannot identify or that has been diagnosed as communicable
- Head Lice
- Dermatophytosis - commonly called "Ringworm"
- Impetigo - this is a skin infection that consists of small blister surrounded by a red area. The most common locations are on the face and ear but they may appear anywhere on the body; if not treated, it spreads
- Conjunctivitis - commonly called "Pink Eye"
- Bronchitis - Hoarseness, cough and fever
- Strep Throat
- Vomiting
- Diarrhea
- Mumps
- Chicken Pox
- Severe colds
- Rubella, German or Red Measles
- Roseola

Behavior Management

All campers deserve to have an enjoyable experience and we expect all campers to follow the rules. The discipline policy is enforced to ensure a safe, professional and organized program and to help each camper learn and grow as a responsible person in a fair and consistent manner.

There is a zero tolerance policy for offenses involving drugs, alcohol, tobacco, weapons, physical or verbal aggression, or language and behavior of a sexual nature. These actions will result in immediate suspension or expulsion without refund. Rules and expectations will be discussed with campers at the start of each week.

Discipline Policy

First Offense: Verbal warning and written report.

Second Offense: Restrictions and written report. Conference with parent/guardian.

Third Offense: Written report and suspension. One to five days mandatory suspension depending on the nature of the incident, and/or how many times the camper has been disciplined without refund.

Fourth Offense: Written report and involuntary withdrawal. Parent conference to inform the parent/guardian that the camper will be withdrawn and from the program for a period of six days or more, but not to exceed one year without refund.

**All disciplinary actions are discretionary, more severe offenses can result in immediate suspension or involuntary withdrawal.*

The City of Gainesville Parks, Recreation and Cultural Affairs Department (PRCA), a CAPRA Accredited Agency, strives to provide youth with positive experiences through the assistance of our staff, who have been selected for their ability to teach, their love of recreation, and their experience working with young people. All staff are certified in CPR, and First Aid & AED. **We are looking forward to a great summer! Thank you for participating!**