



SUMMER CAMP 2024
HANDBOOK



LETTER

from

Youth Program
Administrator

Dear Parent/Guardian,

Welcome to our Summer Camp 2024 Program. We are thrilled to have your child join us for an incredible summer camp filled with lots of fun, games, and lifelong memories.

At Cutler Ridge Park, we provide a safe, nurturing, and engaging environment where your child can grow, explore, and create lasting friendships. The Town understands the critical role the program plays in providing children and families with a sense of routine and comfort by providing a summer camp experience with the child in mind.

Throughout the summer, we foster a culture of inclusion and respect. Our campers create memories with a diverse range of activities that ensures a perfect balance of fun and personal development.

Thank you for choosing Town of Cutler Bay Summer Camp. We are honored to be part of your child's summer experience and can't wait to embark on this incredible adventure together.

Attentively,

Elizabeth Deveaux
Youth Program Administrator

WATER BOTTLES

It is important that all employees and children stay hydrated. Please be sure to send your child daily with a closed-top water bottle that has first, and last name written on it. Town facilities have bottle refill stations to refill the water bottle throughout the day.

SWIMMING

Our pool is staffed with lifeguards who meet lifeguard certification standards and participate in regular in-service training. The safety of campers is a top priority. Swimming schedule will be posted on the notice board.

PROCEDURES FOR DROP-OFF AND PICK-UP

All drop-off and pick-up will be conducted in the lobby of the recreation building at Cutler Ridge Park.

Camp hours are 9:00 AM-3:00 PM. Drop-off and pick-up must take place within the camp hours. Early drop-off is at 7:30 AM and late pick-up is at 6:00 PM.

All children must be signed in during drop-off and signed out during pick-up.

- The authorized pick-up person will be asked to show photo identification.

PREPARING FOR WHEN SOMEONE GETS SICK

Employees and children should not come to the summer camp if they are sick. If a child becomes sick during program hours, a parent/guardian or authorized adult will be notified immediately. Please notify Elizabeth Deveaux via email at edeveaux@cutlerbay-fl.gov if your child has been recently ill and if your child's activities need to be restricted due to illness.

Children may not attend the program if they have symptoms of a suspected communicable disease, including without limitation:

- Chickenpox
- Chills
- Cough
- Dehydration Symptoms
- Diarrhea
- Difficulty breathing/shortness of breath.
- Discharge from their eyes, nose, or ears
- Fever of 100.4 degrees or more
- Fifth Disease
- Hand Foot and Mouth Disease
- Head lice
- Herpes Simplex
- Impetigo
- Influenza
- Loss of taste or smell
- Measles
- Meningitis
- Mumps
- Muscle Pain
- Open, exposed lesions
- Pink Eye
- Ringworm
- Rubella

- Severe Coughing or difficulty breathing
- Stiff neck
- Sore/Strep throat
- Unusually dark urine/or gray or white stool
- Yellow skin or eyes
- Any COVID-19 Symptoms or exposure, or other unusual signs or symptoms of illness

Your child should not return to the program without medical authorization or until the signs and symptoms of the disease or illness are no longer present. A doctor's note is required upon returning to the summer care program.

LATE PICK-UP POLICY

All participants must be picked up by 6:00 PM daily. The Town of Cutler Bay Police Department will be contacted by staff if the participant has not been picked up by 6:45 PM and the parent/guardian has not been in communication with the summer camp program staff.

LOST AND FOUND

The Town of Cutler Bay summer camp program is not responsible for items lost or stolen. We will make every effort to save items that are found. Please do not allow your child(ren) to bring toys, electronic devices, or jewelry to camp. Please make sure your child's name is clearly printed on all their belongings. To prevent the spread of bacteria, lost and found items will be discarded within 24 hours of being recovered.

MEDICATION

Town staff does not administer medication.

EPI-PEN

Epi-Pen is a form of medication used for severe allergic reactions and requires a prescription for use. If your child is required to carry an Epi-pen, a copy of the prescription will be required along with the Authorization and Release for Medication Form.

FIELD TRIPS

We have a field trip scheduled every week. Field trip information will be provided to parents in advance. Please do not drop off your child on the day of the field trip if they are not planning on attending.

ACCIDENTS AND INJURIES

During regular business hours or while your child is enrolled in one of our programs, certified employees with current and valid certifications in first aid training procedures will provide emergency care as needed. Basic first aid will be administered to a child for a minor injury. As children may have unknown allergies or reactions to certain types of first

aid supplies, employees will only use soap and water to clean the injured area, apply ice, and cover with a Band-Aid as needed.

For injuries requiring emergency care, Miami-Dade Fire Rescue will be called, and the child's custodial parent or legal guardian will be notified immediately. In the event a custodial parent, legal guardian or emergency contact cannot be reached, an employee will seek medical treatment for the child, as authorized by the custodial parent or legal guardian (whether in the child's registration form, release form or other relevant documents).

TELEPHONE USAGE

In case of an emergency, please call the Town of Cutler Bay, Cutler Ridge Park at (305) 233-5472. All pick-up arrangements should be made at home prior to your child coming to the summer care program. A parent, guardian, or emergency contact will be called if an emergency should arise or if your child becomes ill.

CHILD GUIDANCE, DISCIPLINE, AND BEHAVIOR MANAGEMENT

Discipline policies in our program have been established to encourage and strengthen positive behavior. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for oneself and others. We do not use any disciplinary actions which are severe, humiliating, physical, frightening or associated with food, rest, or toileting. Children may not be denied active play because of misbehavior.

Some of the techniques used are as follows:

- Guiding child by setting clear, consistent, and fair limits
- Valuing mistakes and learning opportunities
- Redirecting children to more acceptable behavior
- Listening when children communicate about their feelings and frustrations.
- Guiding children to resolve conflicts and teaching skills that help them to solve problems.
- Patiently reminding children of rules and rationale, as needed
- Time for reflection

The following measures may be implemented if a child does not respond to the techniques:

1. Parent conferences to discuss difficulties and ask for input.
2. Implement goal chart, behavior plans, or other incentives.
3. Short-term suspension
4. Removal from the summer care program

We do not make it a practice to terminate the participation of children from the program. However, we do reserve the right to do so if the child's behavior is not conducive to the health, safety, or well-being of other children enrolled in the program, the employees, or

your own child's personal safety. We also reserve the right to terminate services for inappropriate behavior and noncompliance with safety protocols by parents or guardians. No refund will be given if a child is suspended or expelled from the program.

HOUSE RULES

We expect children to act respectfully when they are in the summer care program. Children are to behave in a mature, responsible way and respect the rights and dignity of others. Children must always stay under employee supervision.

ACTIONS SHOULD REFLECT FOUR CORE VALUES:

- Children take responsibility for their actions.
- Children respect themselves, each other, program equipment and the environment.
- Honesty will be the basis for all relationships and interactions.
- Children will be caring in their relationships with others.

Children should talk to any summer care program employees if they are uncomfortable with any experiences or need assistance while at the summer care program.

INCLUSION POLICY

We do not discriminate against participation in programs based on race, sex, religion, place of national origin, physical abilities, or mental abilities. Children with special needs will be considered for admission on a case-by-case basis. A staff member will meet with parents/guardians before enrollment to conduct a needs assessment to help determine if the program is the right environment for the child. Upon enrollment, employees and parents will continue to meet regularly to monitor the child's progress. It is sometimes necessary to recommend children with special needs to alternative programs, especially if we do not have facilities or professionally trained employees to assist that child.

Each child brings his or her own uniqueness to the program. We will consider the application of any child. If your child requires special services or if additional accommodation needs to be arranged for your child, please contact us at (305) 233-5472 so that we may set up a plan to best serve your child's needs. Children whose limitations create a safety issue or unreasonable risk of harm to themselves, others, or property may not be accommodated.

BULLYING POLICY

At all our programs, bullying is inexcusable, and we have a firm policy against all types of bullying. Each child is expected to treat all other children with respect, and to help each other achieve the best possible experience. If a child has difficulty meeting this expectation, parents may be called upon to assist. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their children. We work together as a team to ensure that children gain self-confidence and make new friends as part of their program experience.

CONFIDENTIALITY

All information about children enrolled in a Town of Cutler Bay program is regarded as confidential. No information regarding an individual child will be released to anyone, except as required by law or if written authorization is obtained from the child's parent or legal guardian, and fees may apply.

THANK YOU

Thank you for your support. We are committed to offering summer camp to the community that provides a safe and fun experience for everyone. Always remember that safety is the top priority when it comes to caring for your child.

If you have any questions or concerns, please feel free to contact Elizabeth Deveaux, Youth Program Administrator, via email at edeveaux@cutlerbay-fl.gov. Also, please do not hesitate to let us know how we can ensure that your child's summer care experience is exceptional.

Thank you for choosing the Town of Cutler Bay Careers Summer Camp program—we look forward to creating a positive and memorable experience for your child!

Join the Town of Cutler Bay e-mail list by signing up at
www.cutlerbay-fl.gov/subscribe



*(Or scan here to
sign up for our
emails)*



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