



PARENT HANDBOOK

Please review prior to arrival at camp



Meghann Dawkins
850-933-4322

This handbook applies to all Joe Budd Youth Conservation Camp programs and will enable you to become more familiar with our policies and procedures. Please read through this handbook and keep it for future reference. We will be very happy to answer any questions you may have. If you have any questions, please contact: Meghann Dawkins (850) 933-4322 or Meghann.Dawkins@myfwc.com.

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MISSION, GOALS, and OBJECTIVES

Our mission is to foster awareness, appreciation, and concern for Florida's wildlife and environment through outdoor recreation and conservation education.

Goals and Objectives

1. Campers will gain knowledge about the natural ecosystems of Florida to better respect and take care of living things and the environment.
 - a. All JBYCC programs focus on conservation education.
 - b. Campers will participate in learning Leave No Trace principles.
 - c. All campers will participate in an orientation session about their role in the environment and the importance of preserving the natural world.
2. As a result of camp, campers will become confident in the skills for paddle sports, archery, fishing, and wildlife discovery.
 - a. During Conservation Adventures Camp all campers will participate in rotational activities including paddle sports, archery, fishing, and wildlife discovery.
 - b. During Fish Camp all campers will focus their skills on learning all about fishing and how to preserve the aquatic environment.
 - c. During Survival Camp all campers will learn how to interpret the natural world and utilize resources found in the environment to help them survive.
 - d. Fishing, Archery and Paddle Sports are skill based and are taught by certified instructors. Safety aspects are adhered to and participation is challenge by choice.
3. Campers will gain "Life Skills" that include communication, teamwork, responsibility, respect, and friendship-building.
 - a. Campers will participate in "getting-to-know-you"/team builder activities during the first hours of camp.
 - b. Staff will provide the campers with positive comments and encouragement throughout their stay.

Rights and Dignity of Others

- Campers will ensure that respectful communications with and regarding all individuals in terms of abilities, cultures, genders, race, religions, sexuality, physical characteristics, and language are adhered to in order to create a safe and welcoming camp environment.
- Campers will respect others and their property.
- Campers will understand that kindness includes sensitivity in terms of abilities, cultures, genders, race, religions, sexuality, physical characteristics, and language.
- Campers will help **everyone** feel safe and welcome in our camp community.

Camper Welfare

- The first responsibility of every staff member at JBYCC is the health, safety and welfare of the campers.
- Staff are expected to take every care to protect the privacy of each camper.
- If a camper comes to staff with allegations of abuse of any kind either at home or camp, we must report the allegations to the proper authorities. Any suspicions of child abuse must be reported by Law.

REGISTRATION

Everyone is required to pre-register for each camp program. To register use the Summer Camp Portal to complete the digital registration form. Every parent/guardian needs to make sure they have completed the digital registration form.

WAIT LIST

If the program is full, additional registrations will go on a wait list. If a space opens in the program, participants on the wait list will be contacted. Participants are taken off the wait list and added to the program on a first come basis.

INFORMATION UPDATES

If at any time the participant or parent/guardian's telephone number, address or other pertinent information changes, please notify the camp director.

ENVIRONMENTAL/MEDICAL ACCOMMODATION REQUIREMENTS & PROCEDURES

Special accommodations include conditions that require emergency medications. This can include but is not limited to diabetes or severe allergies of which these conditions require insulin or an Epi-pen. The Director must be notified in advance of any conditions that can affect an individual and the proper medical protocols must be followed as explained in this handbook. If the request along with all needed documentation is not presented to the Director in a timely manner, participation within the program can be delayed or denied.

Submit a completed Health Form with the Parent/Guardian Authorizations box signed and Medications Taken filled out as well as notarized. The Director will review and seek any clarification as needed to ensure the accommodation is met. Timeliness of all the information is important to ensure participation. Any medical plan submitted the first day of the camp session will be reviewed immediately by staff to determine participation. Parents will not be allowed to leave children at the program until approval is granted and plans for the accommodation are in place.

NON-ACCEPTANCE/DISMISSAL

A participant may not be accepted into the program if:

1. Parent/guardian fails to fully complete the registration form.
2. Payment is not made by the first week of May of the program session. Future registration will not be allowed until payment is made.
3. Behavior of the participant is harmful to self or others according to our behavior policy.

PAYMENT

1. The balance for each session is due **the first week of May**. If payment is not received by the time stated, your child will be dropped from the program.

REFUNDS

Cancellations must be made at least two weeks (14 days) prior to the start of the program in order to receive a refund. In cases where the minimum number of registrants is not received for a program, the Director will cancel the program.

CHECK-IN AND OUT PROCEDURE

A parent/guardian is required to check-in and check-out their child every day of camp. If the child does not start the session on the first day, check-in is required on the first day they do attend. Staff will ask to see a driver license to verify the identity of the parent/guardian/approved person picking up the camper.

Your compliance with the following check in and out times is important and assures orderly registration and dismissal procedures.

- Check-In Time 8:00 – 8:30 am Monday – Friday
- Check-Out Time 4:30 – 5:00 pm Monday – Thursday, 2:00 pm on Friday

LATE PICK-UP

In order to be fair to our participants and staff, JBYCC has enacted a late pick-up policy. ***Each time a participant is not picked by designated ending time, a \$5.00 fee will be charged per ½ hour late.*** Registration for other programs will not be accepted until all outstanding late fees are paid. The late fee is due within three days. Payments can be made in person at the camp site or by mail to JBYCC. Failure to pay late pick-up fees could result in your child's suspension from camp. *Note: The Director shall make every reasonable effort to contact persons authorized by you to pick up your child.*

MEDICATION

Some participants may need to be given medication during the program. For JBYCC Staff to be able to dispense medication, these guidelines must be followed:

1. Parent/guardian must sign the Health Form with the Parent/Guardian Authorizations box signed and Medications Taken filled out specifying:
 - a. Type of medication
 - b. Time medication should be administered
 - c. Specific instructions
2. Only prescription medications in original containers with the doctor's name and the dosage on the label will be accepted.

3. Send the designated amount that will be dispensed by staff. A log will be kept of the medication as it is dispensed. The Director will secure all medicine.

If participant is self-medicating, staff must be notified of this, so they are aware in case of an emergency.

CLOTHING

All participants should dress appropriately for the weather and the activities scheduled for their program. All campers should wear closed toe shoes while at camp.

Conservation Adventure Campers are expected to wear appropriate swim wear. Campers will be required to wear a t-shirt over their swim wear this reduces risk of sunburn and for safety reasons. Please bring an extra set of clothes each day in case of accidents that may occur during each program. If specific clothing or equipment is needed for the program, the listed participant/guardian will be notified.

FOOD

In order to keep camp safe and enjoyable for all the campers, JBYCC asks that all campers with a food allergy fill out the Allergy medical form. If a camper has a severe food allergy that week of camp will be informed of the allergy and parents will be asked to ensure their child's lunch does not have that food item. This means there is no food sharing at lunch. If there is bringing in of food items to share with the camp, for example – cupcakes for a birthday celebration please inform Camp Director.

Waste Free Lunch – We are also encouraging all campers to participate in a waste free lunch initiative. Our goal as an organization is to produce as little waste as possible, so this year counselors will be helping campers recycle and compost any waste from their lunch. We encourage you to send your camper with a lunch with as little plastic waste as possible. Use reusable containers as much as possible.

SAFETY

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each staff member is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted, and accidents are investigated. Designated staff members are trained in general first aid and certified in CPR. An onsite AED (Automatic External Defibrillator) is available.

ACCIDENTS

If a participant has an accident serious enough to require professional medical attention, The Director will contact the parent(s) or guardian(s). If the parent(s) or guardian(s) cannot be reached, the designated emergency resources listed on the registration form/health form will be called. If it is necessary for the participant to go to the hospital, the parent(s) may transport the participant, or an ambulance will be called at parent/guardian expense. In very severe circumstances, 911 will be called and parent(s) or guardian(s) notified after the 911 call. If staff is unable to reach any adult responsible for the participant or if time is critical, an ambulance will be called, and the participant will be taken to the hospital. A staff member will accompany the participant to the hospital. The Director will continue to try contacting the parent(s) or guardian(s).

INJURY AND FIRST AID

Should an injury occur at a program site:

1. Depending on the severity (abrasions, cuts, etc.) first aid will be provided by staff. This must be completed before the participant can return to the program.
2. If the injury is severe, paramedics will be immediately notified, and staff will take the necessary precautions and address the medical situations as needed.
3. Staff will take extra precautions to minimize the spread of germs. Proper hand-washing techniques will be used when dealing with any bodily fluid (saliva, mucus membranes, urine, etc.).

Do not send your participant to his/her program if he/she is sick or has been exposed to a communicable disease. If a participant becomes ill, staff will use their best judgment and attempt to isolate the participant from the rest of the participants. Attempts to notify the parent(s) or guardian(s) will be made by JBYCC staff. If parent(s) or guardian(s) are unreachable, the emergency resources listed on the registration form will be called. Participants will be sent home for, but not limited to, the following:

- Chickenpox
- Conjunctivitis (pink eye)
- Diarrhea
- Fever
- Head lice and scabies
- Hepatitis A virus
- Mouth sores with inability to control saliva
- Mumps
- Ringworm
- Skin rash
- Sore throat due to strep (streptococcal pharyngitis)
- Tuberculosis
- Vomiting
- Whooping cough (pertussis)

JBYCC follows the recommendations and guidelines of the Public Health Department. Participants that are sent home for an illness may be asked to supply a doctor's note or a medical release form on official letterhead before returning to camp.

INCLEMENT WEATHER PLAN

Programs may be cancelled due to inclement weather or unusable facilities. Staff will contact participants in advance whenever possible. If the program gets cancelled after it has begun, the parent or guardian will be contacted to inform them where to pick up the participant.

LIGHTNING AND THUNDER GUIDELINES

JBYCC has a lightning detection system which alerts the Director if lightning is present. In the event the Director receives an alert all outdoor activities shall be suspended until lightning is no longer detected. Employees and participants are required to seek shelter. All activities will stay suspended until lightning is no longer detected.

HURRICANE AND SEVERE THUNDERSTORM PLAN

The site disaster plan will be followed. JBYCC plan for hurricanes is as follows: staff and campers will return to the cabin until storm passes.

TEMPERATURE GUIDELINES

In the event of extreme heat, programs will be restructured appropriately to protect campers from temperature conditions.

FIRE PLAN

1. All persons will be led from the facilities according to the site fire plan.
2. All groups will meet at a secure location a safe distance away from the building and attendance will be taken.
3. The fire department will be called.
4. Parent(s)/guardian(s) will be called.

SUSPECTED ABUSE OR NEGLECT

The Florida Department of Children and Families mandates any JBYCC staff having reasonable cause to believe that a child, known to them in their professional capacity, might be abused or neglected, shall immediately report the matter to their supervisor and the Department of Child and Family Services (DCFS).

BEHAVIOR CODE OF CONDUCT

All participants are always expected to exhibit appropriate behavior while participating in or attending any program or activity sponsored by JBYCC. The following guidelines are designed to provide safe and enjoyable activities for all participants.

Participants and Parent/Guardian shall:

1. Show respect to all participants, and staff.
2. Show respect for program rules and equipment.
3. Take direction from JBYCC staff.
4. Refrain from using abusive or foul language.
5. Refrain from causing bodily harm to self, other participants, spectators, or JBYCC staff.
6. Refrain from damaging equipment, supplies, and facilities.
7. Cell phone use is prohibited while on Joe Budd Property.

Guidelines are utilized consistently by staff for recommendations on proper discipline to poor conduct. All camp participants are provided a Camper Code of Conduct in the camp packet. The policy and rules should be read to campers and parents should sign and return them to camp director.

POLICY ON BEHAVIOR MANAGEMENT

In order to provide a safe and enjoyable experience for all participants, JBYCC has developed a set of expectations for all campers. All campers will be treated fairly based on individual aptitude. Behavior guidelines are as follows:

1. No camper will endanger him/herself or other participants or staff.
2. Campers will use respectful, appropriate language towards staff and other campers.
3. All participants will respect their leaders, camp rules, other campers and equipment.
4. All campers will keep their hands, feet, and objects to themselves.

Consequences for inappropriate behavior are:

1. **First Offense:** Camper will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior. Participant may or may not return to the group, dependent upon severity of offense. Parent/Guardian will be notified at pickup and asked to sign/view Camper Code of Conduct Violation form.

2. **Second Offense:** Camper will be removed from the group activity, receive a second verbal warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior. Participant may not return to the group and will sit out for an appropriate period, dependent upon severity of offense. Parent/guardian will be notified at pickup that a second offense has occurred, reminded of the ramifications of a third offense, and asked to sign/view the Camper Code of Conduct Violation form.

3. **Third Offense:** The camper's parent/guardian will be called for immediate pickup, and the camper will be automatically dismissed without refund. Camper will no longer be eligible to participant in any JBYCC Camp program in the future. When the camper is picked up, the Director will meet with the parent/guardian, discuss the incident and consequence. The parent/guardian will be asked to sign the Camper Code of Conduct Violation form. A copy will be given to the parent/guardian and the form will be kept on file.

Please note: In cases of inappropriate behavior deemed extreme by staff, campers may be suspended or dropped from the camp immediately, regardless of the number of previous offenses.

LOST AND FOUND

All items that are reported found must be given to the camp Director for safe keeping until the owner can be identified. All items reported missing must be reported to staff and staff will ask all campers to look amongst their items to determine if they have the missing item. All campers are responsible for their own items and must label all items with their name while using them at camp. Campers are encouraged not to bring items to camp that have a great sentimental value or a high monetary value.

FREQUENTLY ASKED QUESTIONS

1. ***Do I need to check my child in to camp?***

Parents/guardians are required to check their child in and out every day of camp.

2. ***My child has a serious environmental allergy and carries an “EpiPen.” What do I need to do?***

Please refer to the “Environmental/Medical Accommodation Requirements & Procedures” section of this handbook. Self-administered actions need advance notice, a signed waiver and non-expired medication. Actions that require staff to administer require the above as well as a medical plan submitted in advance for approval.

3. ***Our family is going on vacation and my child will miss a few days of camp. Do I get a refund for the days that I will miss?***

Refunds will only be offered if you cancel your registration 5 days in advance or JBYCC cancels the session. There is a \$25 non-refundable deposit if registration is canceled. If a child participates any days of a session you will be charged the entire week amount. No shows are still charged.

4. ***What happens if the weather is bad?***

Poor weather conditions may adjust curriculum and lesson plans but will not cancel camp sessions. Changes to activities or locations will be shared with parents/guardians as soon as possible. If the weather is severe, proper procedures will be followed.

5. ***I haven’t paid my balance for day camp. Will my child still be allowed to participate?***

No. Balances for camp sessions must be paid two weeks in advance. Failure to pay a balance will keep a child from participating and could result in a drop from the session no longer securing enrollment. (Note - you will still owe the full amount) Registration can be canceled up to 5 days before camp session begins.

6. ***How do I cancel my child’s camp registration?***

You must cancel your child’s registration by choosing one of the three options below.

1. In writing to your child’s camp director
2. In person with the director
3. Over the phone with the director 850-933-4322

7. ***I work across town and it is possible that I will be a few minutes late to pick up my child. Is that a problem?***

We ask that parents/guardians do everything possible to remain punctual on pick-up of their child.

8. *Will my child be swimming? If so, will I need to send them with anything?*

No. Each camp has designated days that they will participate in a boating activity. Swimming attire or clothes that may get wet are recommended on those days as well as a towel and a change of clothes. All parents will be notified in advance when boating programs will occur.

9. *My child is very sensitive to sun. Do I need to provide sunscreen?*

Yes. The children will be in the sun all day, and sunscreen is the responsibility of the parent/guardian. If your child's sensitivity is severe where adverse reactions occur, or medical attention is needed, you must request assistance in advance. Please be sure to sign the permission to apply sunscreen waiver found in your Camp Packet.

10. *What happens if my child is injured?*

Minor accidents will be treated by staff and parents/guardians will be notified at end-of-the-day pick up. Every staff member is trained to provide first aid/CPR. If the accident is severe enough to require professional attention, 9-1-1 and the parents/guardians will be notified. If you cannot be reached the designated emergency resources will be notified. If it is severe enough to go to the hospital, parents/guardians can transport if available otherwise an ambulance will be called. All expenses are the direct responsibility of the parent/guardian.

11. *What should I do if my child is sick? Can they still attend camp?*

We ask that the parents/guardians do not send their child to camp if they are sick. Children with fevers, vomiting or diarrhea will not be admitted. In cases of illness, parents/guardians will be informed, and arrangements made to have the child picked up from camp. Campers must be free of symptoms/medication for treatment for 24 hours before they are eligible to return to camp.