

# 2021 Summer Youth Camp Handbook

Jupiter Community Center – 200 Military Trail, Jupiter, FL 33458

## Welcome!

The 2021 Youth Summer Camp will look and feel very different this year, yet the mission of the camp remains the same - to provide a safe, rewarding, economical and fun summer adventure for Jupiter families.

New operational procedures will be put in place to adhere to CDC as well as county and state health department guidelines. In order to provide a safe and healthy environment for campers and staff, overall camp capacity will be reduced and registration will be held online in a random lottery format for incorporated Jupiter residents only. See details on the lottery registration process in the 2021 Summer Youth Camp brochure.

This handbook is designed to answer your questions about camp policies and procedures, and to ensure you know how your child's summer camp will operate. If you have any questions, please don't hesitate to call 561-741-2400. Recreation staff is pleased to answer your questions, always welcomes your input and looks forward to a safe and fun-filled summer!

## Contact Information

- Town Website: [www.jupiter.fl.us](http://www.jupiter.fl.us)
- Administrative Office: 561-741-2400
- Cell Phone App: Procure Child Care Software

## Camp Staff, Camper Ages & Cost

### Youth Camp Supervisors

- Julie Wolnewitz, [juliew@jupiter.fl.us](mailto:juliew@jupiter.fl.us)
- Ned Masee, [nedm@jupiter.fl.us](mailto:nedm@jupiter.fl.us)
- Corinne Mckee, [corinnem@jupiter.fl.us](mailto:corinnem@jupiter.fl.us)

### Youth Camp Ages 5-12

Campers must turn 5 years old but may not turn 13 years old prior to the start of camp. NO EXCEPTIONS.

### Youth Camp Cost

**Incorporated Jupiter Residents:** \$900

Fee includes minimum 10:1 child to counselor ratio; five camp t-shirts; field trip fees and transportation. Fees do not include lunch or snacks.

## Camp Hours and Dates

### Camp Dates

**June 28 - July 30** (No Camp July 5)

The Town will be offering one, five-week session of camp for 2021. This will allow Recreation staff to create small and consistent groups of campers and staff. Individual weeks or multiple sessions will not be offered.

### Camp Hours

Monday through Friday, 7:30 am – 6:00 pm

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## Focus on Health and Safety

Recreation staff is continually updating their processes and protocols in accordance with the most recent CDC guidance as well as the guidance of state and local health officials. The camps will maintain reduced group sizes, practice social distancing, and require all campers and staff to wear a CDC-recommended mask or facial covering as outlined on page 5 of this handbook.

### COVID-19: Health Check and Illness Policy

ALL STAFF AND CAMPERS MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING TO THE COMMUNITY CENTER.

Should staff, campers or any household member have any of the following symptoms, the staff member or camper will not be permitted to attend that day and should notify Recreation staff:

- Fever of 100.4 F or higher at any time in the preceding 72 hours
- Cough
- Sore throat
- Muscle aches
- Difficulty breathing

Consistent with the Town's COVID-19 Policy, the household will be required to remain out of the Community Center for 10 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known, non-COVID-19 illness.

If a camper becomes sick during program hours, exclusion from the group is necessary to reduce the transmission of illness. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within one hour of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

COVID-19: Participant Social Distancing and Hygiene Rules (applicable to staff and campers)

- Maintain the recommended 6-foot social distancing guidelines when feasible.
- Wear a CDC-recommended mask or face covering.
- Follow instructions at drop-off for temperature checks.
- Sanitize hands prior to entering building and throughout the day.
- Wash hands after using the restroom, before meals, when returning from playing outside and upon direction from staff.
- If a camper or staff member feels ill, inform Recreation Staff immediately.
- Listen to and obey Recreation Staff – it is imperative for the safety of yourself and others.
- Keep track of your water bottle and supplies.

### COVID-19: Return to Program Policy

The Town's highest priority is the health and well-being of campers and staff. In the interest of limiting the opportunity for transmission, the following precautionary measures are being implemented:

Your child must remain out of camp if any member of your household has or has been in close contact with anyone who has:

- A suspected or confirmed case of COVID-19 (for example, close contact at home, work, religious service or social gathering).

- Traveled internationally or domestically from any area which is the subject of travel restrictions under applicable state and local guidance.
- Your child may return to the program provided these three things have occurred:
- At least 10 days have passed since any household member first experienced symptoms;
- Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); and
- The household has been fever free for at least 72 hours without the use of fever-reducing medicines.

In the event that a case of COVID-19 is confirmed at camp, Recreation staff will notify parents via email within 24 hours. The Recreation staff will notify and work with the Palm Beach County Health Department to conduct contact tracing. If a COVID-19 case is confirmed within a program group, those campers and staff will be asked to self-quarantine for 10 days before returning.

Please note, depending on the circumstances medical clearance may be required before returning.

#### COVID-19: Quarantine On Site

Campers must not be brought to camp if there are symptoms of fever or illness. Parents/guardians should be prepared to take the child back home if the temperature exceeds 100.4 at the time of check-in. If the Recreation Staff notices signs of illness, such as runny nose, cough, sore throat, sleepiness, extreme irritability, and/or fever, staff will immediately consult the camper's emergency contact list for notification that the child must be picked up. The child will be held in a secure and sanitary quarantined area with quiet games and activities until he/she is picked up (see COVID-19: Return to Program Policy above for return criteria).

### Focus on Health and Safety (continued)

#### COVID-19: Summary of Enhanced Protocols

The Town is continually updating its processes and protocols in accordance with the most recent CDC guidance as well as the guidance of state and county health officials. The Town will maintain small group sizes, practice social distancing, and require staff and campers to wear a CDC-recommended mask or facial covering (see the section on masks/facial coverings on page 5).

At the Community Center, you will notice:

- Daily health checks for staff and campers required before coming to the Community Center.
- No-touch infrared thermometers used to conduct temperature checks.
- Nonessential visitors will not be permitted in the Community Center.
- Camper sign-in/sign-out will be limited to outside.
- Cloth face coverings/masks will be required to be worn by staff and campers, as recommended by the CDC.
- Hygiene and hand washing will be emphasized.
- Reduced group sizes, as determined by local guidance, in consistent groupings with consistent staffing as much as possible.

- Social distancing will be practiced when feasible.
- There will be frequent cleaning and disinfecting of high touch surfaces, equipment, supplies and restrooms.
- Use of water fountains will not be permitted; campers must bring their own refillable water bottle labeled with their name.

### Late Arrivals & Late Pick-Up Fee

Children arriving after 9 am must be signed-in by a parent.

Parents are asked to pull into the bus loop in front of the Community Center and call 561-741-2400 to notify staff they have arrived. Parents will be required to follow the daily drop-off process once staff arrives at their vehicle.

Please keep in mind, after 9 am camp activities have begun, so staff will be busy. The sign-in process may take longer than usual if you arrive outside of the designated time. Due to safety and supervision policies, campers who arrive after their designated group has left for an off-site field trip will not be permitted to stay with the on-site group. Parents will be expected to bring the camper to the field-trip site if the camper plans to participate on that day.

Any parent who arrives late to pick-up their child from camp will be charged a penalty fee of \$1 per minute. If you are running late in the afternoon, please call 561-741-2400.

### Sign-In/Sign-Out Procedures

These new sign-in/sign-out procedures may take more time than in the past, so please plan accordingly to allow yourself and your children extra time. The safety and security of the campers and staff are the priority, and your cooperation in adhering to these protocols is appreciated.

Sign-in is 7:30 am to 9 am daily.

#### **Daily Drop-Off Process:**

- Parents should pull into the bus loop in front of the Community Center, stay in the vehicle and wait for a staff member to arrive to conduct a daily health check.
- Everyone in the vehicle, except for children under age 2, must wear masks during this process.
- Parents will truthfully answer questions asked by camp staff.
- Temperature of the camper(s) will be taken by staff (while in the car) and an evaluation conducted for signs of illness (running nose, cough, etc.). If a child has a fever of 100.4 degrees or higher, their temperature will be rechecked. If the recheck shows a fever of 100.4 degrees or higher, the child must return home with the parent/guardian. See the illnesses section on page 5 for return date information.
- After clearance, camper(s) may exit from the car and gather belongings. Recreation staff will escort campers into the facility.
- Parents/guardians will not be allowed into the facility.

Sign out is from 4 pm-6 pm daily.

**Daily Pick-Up Process:**

- Parents/guardians should pull into the bus loop in front of the Community Center, stay in their vehicle and wait for a staff member to arrive.
- Everyone in the vehicle, except for children under age 2, must wear masks during this process.
- Staff will ask the person picking up the child(ren) to present a photo ID and verify the person is on the authorized pick-up list. This includes parents/guardians. No exceptions.
- Staff will use a two-way radio to call for the child to be brought out.
- Parents will be asked to pull forward and wait for a staff member to bring their child(ren) out to their car.
- Parents/guardians will place children and belongings in the vehicle. Staff will not assist.

## On-site Activities

The youth summer camp will be based at the Jupiter Community Center. The facility includes two gymnasiums, multiple classrooms, a game room, an auditorium and a playground.

On-site activities may include themed weeks, dress-up days, cooking, arts and crafts, gym games, board games, game room and outside play.

Campers are expected to participate in all scheduled activities including field trips. A weekly detailed schedule will be available prior to the start of camp indicating the trip or activity. All children must stay with their assigned group at all times and participate in all program activities including field trips. Staff is unable to accommodate a child who is not willing to participate in daily activities. Parents should keep children home if they are not interested in the day's events.

Participants will be kept in small and consistent groups all day, each day. Each group will be assigned a room for sign-in/ sign-out and lunch, as well as a rotation schedule for activities

throughout the day. Rooms will be limited to one group at a time to minimize interaction between groups.

## Off-site Activities

The Town hopes to be able to offer safe, off-site field trips to enhance our campers' experience this summer. At this time, staff is planning that the youth camp will travel off site up to three days per week on Coach buses and school buses. Buses will be limited to one group at a time and campers will be socially distanced within the vehicle. Field trips may include the pool, parks and playgrounds, as well as local attractions such as Loggerhead Marinelife Center, Busch Wildlife and the River Center.

Your child will be issued a wristband prior to departure for any off-site trips. This wristband is worn at all times whenever campers are away from the Community Center. It is up to the child to leave the wristband on. Parents should also note any

special dress requirements. All children who are in attendance for the day and have a scheduled field trip will be expected to attend and participate. Children will not have the option to stay at the Community Center if they do not want to participate or if they are dropped off late. Field trips are scheduled to return to the Community Center by 4 pm unless otherwise indicated on the group schedule.

The field trip fees for 2021 have been included in the camp fees. No additional fees will be collected each morning. This will reduce the interactions between parents and staff in the morning to help limit person-to-person contact. Field trip fees will NOT be refunded or credited for missed field trips if your child is absent or a trip is canceled. All efforts will be made to reschedule or replace a trip if canceled due to weather or other unforeseen circumstances.

## Ratios & Group Placement

Based on the most current CDC recommendations as well as state and local health guidance, the Town of Jupiter determined that the 2021 Summer Camp overall capacity must be reduced in an effort to provide a safe and healthy environment for campers and staff.

There will be four age groups: 5-6 year olds, 7-8 year olds, 9-10 year olds and 11-12 year olds. Children are not permitted to move up an age group unless their birthday falls between June 28 - September 1 (the school district's enrollment cut-off date) and their change in age would fall into the next age group (no exceptions). At this time, staff plans on assigning children in groups of 20 campers with two counselors. Due to the reduced capacity and logistics of group assignments, the Town will be unable to accommodate special friend requests this summer.

## Camp Closures & Refunds

In the event it is deemed necessary for the summer youth camp to enforce a closure of a camp group or the entire program, the following refund policy will take effect. A short-term closure is defined as 4-10 consecutive days of closure. A prolonged closure is defined as more than 10 consecutive days of closure.

- If your child is impacted by a single group or entire program short-term closure, a credit will be applied to your household Recreation account for the 4-10 day of closure.
- If your child's group or the entire program requires a prolonged closure, a prorated refund will be processed.
- If the youth summer camp is forced to close prior to the start of camp, all monies paid will be refunded.

## Communication Between Parents & Staff

Staff will keep parents informed about special announcements, accomplishments, accidents and incidents via the Procure App and/or email. Any discipline problems will be brought to the parent's

attention and documented (see disciplinary procedures section on page 7). Parent meetings will be done by conference call or Zoom.

In an effort to minimize face-to-face interactions, communications between parents and Recreation staff will be limited to email, phone or the Procure App. If you email, message or call, please keep in mind that staff will be supervising children for the majority of the day so responding may not be feasible until later in the afternoon or the following day.

## Schedule Changes

All attempts will be made to adhere to the schedule; however, changes may occur in order to accommodate any late field trips, weather issues, staffing or other issues beyond control. Parents/guardians will be notified of schedule changes through the Procure App and/or email. Camp staff appreciates your understanding and flexibility as issues may arise unexpectedly.

## Medications

Jupiter Recreation staff will not administer or store any medications, prescribed or otherwise, to any participant in our camp except for "EpiPens" prescribed to children with life-threatening allergies. Any special medications or conditions your child needs or suffers from must be disclosed on the registration form. This will enable our staff to be better prepared for emergencies which may develop over the course of the summer. Please ensure that your child takes necessary daily medications prior to arriving at camp. Do not send your child to camp with ANY medications without notifying your lead counselor first.

## Illnesses

Sick children must not be brought to camp. Children's temperatures will be taken daily. If your child becomes ill during the day, the parent/guardian will be notified. When the illness involves a fever, vomiting, rash, or contagious condition, your child must be picked up immediately. If the

parent/guardian cannot be reached, the next authorized person listed will be contacted. Children sent home due to illness,

fever or a contagious condition will not be allowed to return for a minimum of 24 hours or until Recreation staff verifies the situation has been resolved. The parent/guardian may be required to provide documentation from a licensed physician

(see the Focus on Health and Safety section on page 2 for more details).

## Dress Requirements

- Each camper is provided with five camp shirts that are to be worn every day of camp. Additional shirts may be purchased for \$5.
- Campers should wear comfortable, non-revealing shorts or pants.
- Campers need to wear non-marking sneakers and socks. NO sandals, Crocs, open toed shoes, skate shoes or dress shoes permitted.
- All campers need to wear CDC-recommended mask or facial covering.
- Town of Jupiter issued Summer Camp swim shirt. This shirt must be worn for all water-related activities.

Clothing should be planned with the schedule of activities as a guide. Extra shirts, shoes, socks, towels, bathing suits and sunscreen are required when necessary. Children are still expected to adhere to the above dress requirements even if

there is a trip to the pool or other water activity in case of a rain out or change in activities. Some water trips require sandals or water shoes so please review the schedule daily.

## Masks/Facial Coverings

CDC-recommended masks or facial coverings must be worn by all staff, campers and visitors while inside the Community Center. Masks or facial coverings will be required to be worn at all times. The only exceptions to this are when campers are

eating, drinking or taking part in vigorous physical activity. Staff, campers and visitors may also be asked to wear their mask or facial covering while taking part in outdoor activities if deemed appropriate by camp staff or supervisors due to the nature of the activity or inability to social distance. Please make sure your child's mask or facial covering is clearly labeled with the first and last name. Campers should also bring a second mask in a sealed Ziploc in their backpack or lunchbox in the event their mask or facial covering becomes soiled or lost.

## Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and those who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power— such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

At all Town of Jupiter camps, bullying is inexcusable, and the camp has a firm policy against all types of bullying. The camp's philosophy is based on its mission to ensure every camper has the opportunity to have a positive summer experience that is safe, fun and rewarding. Camp staff works together as a team to ensure that campers gain self-confidence, make new friends and go home with great memories.

Camp staff addresses all incidents of bullying seriously and are trained to promote communication with their campers so that they will be comfortable reporting to staff any problems during their camp experience. Parents, please speak with your child and encourage them to communicate with camp staff regarding any incidents or issues. Working together as a team to identify and manage bullying, helps to ensure all campers and staff have a great time at the Town of Jupiter camp.

## Medical Emergencies

It is the parent/guardian's responsibility to keep emergency information and contact data up to date. Staff members are trained in basic first aid/CPR/AED. First aid kits are located on-site and are taken on every off-site field trip. Should an incident occur, minor first-aid treatment will be given by staff, an incident report will be completed, and the parent/guardian will be notified. In the event of a medical emergency, the Recreation Department's policy is to immediately call 911. Staff will contact the parent/guardian or the designated emergency person(s) if the parent/guardian cannot be reached. It is strongly recommended that any emergency contacts be no more than a half an hour away from the site.

## Head Lice

There is a zero tolerance policy for children with any signs of head lice, including dead eggs. This policy has been developed to ensure the best overall well-being of our campers and camp counselors. It is a parent's responsibility to alert a camp supervisor if your child is determined to have head lice. Once staff receives notice of a child with head lice, an alert will be made to parents via the Procure App and/or email. The identity of any child determined to have head lice will remain confidential. It is then each parent's responsibility to check the heads of their own children on a daily basis. Any child determined to have head lice will not be permitted to return to camp until a "Lice Free Certificate" is received by Recreation staff from a doctor or any certified lice treatment company.

**Helpful Website:** [www.headlice.org](http://www.headlice.org)

## Birthdays

Birthdays are very special! If your child's birthday falls within the summer months and you would like to send in treats for their birthday, you must notify your child's group coordinator at least one week in advance. Birthday treats MUST be store bought and are limited to cupcakes, donut holes, muffins or cookies. Due to safety, health and allergy concerns all homemade items are prohibited from distribution. Sheet cakes, ice cream and outside vendors are prohibited. Parents must supply plates and napkins for all treats.

## Disciplinary Procedures

The following behaviors will not be tolerated at camp and will be disciplined according to the camp discipline procedures:

- Not following rules
- Disrespecting others
- Bullying
- Inappropriate language
- Stealing
- Not listening to counselors
- Fighting
- Destruction of Town or other people's property
- Noncompliance of face mask requirement or other COVID-19 safety protocols

Parent cooperation is expected and appreciated for all cases of negative behavior requiring disciplinary action. If a child demonstrates undesirable or disturbing behavior or continuously disregards staff, the following disciplinary procedures will be followed:

**Verbal Warning** - Child will receive a verbal warning from the counselor and/or group coordinator.

**First Written Warning "Yellow Note"** - If the child continues to have trouble after several verbal warnings, a written notice, or "yellow note," will be sent home for the parent's signature. The child must return the notice signed by a parent the following day.

**Phone Call** - If the "yellow note" is not returned and/or the undesirable behavior is still evident, parents can expect a phone call from the group coordinator. A parent/coordinator conference may be scheduled at this time to discuss the child's future in the program and possible ways to alter the undesirable behavior.

**Second Written Warning "Red Note" or Suspension** - If the child still continues having trouble, a second written notice, or "red note," will be sent home for the parent's signature and a parent/ coordinator meeting will be scheduled to discuss the child's suspension from camp. Certain behaviors will automatically result in a "red note" as determined by the lead counselor and group coordinator. A child will be sent home if their negative behavior warrants immediate removal from the camp. The suspension duration is at the discretion of the camp supervisor, and will be based on the behavior and attitude of the child.

**Dismissal** - If the steps have not been successfully met, the child will be expelled from the program with a prorated refund. Children dismissed from any Town of Jupiter Youth Camp may not be permitted to attend future camps at the discretion of the camp supervisor.

## Social Media

While many young people find safe, fun and creative ways to use social media, we must be aware of the risks associated with these platforms such as Facebook, SnapChat, Instagram, Twitter, YouTube, Tik-Tok, Vine, Periscope, blogs and more. Please discuss the policies below with your camper to ensure they know what is, and what is not, appropriate use of social media in relation to summer camp.

### Campers and Social Media

- Remember, cell phones and tablets are prohibited at camp.
- Campers must be respectful in all social media communications related to or referencing their summer camp, summer camp staff and other campers.
- Campers must not use social media to disparage their summer camp, summer camp staff or other campers. In short, if you don't have something nice to say, please don't say it at all.
- Use of social media, or any other online resources, must not violate any other Town of Jupiter Camp behavioral policy.

### Staff Members and Social Media

- Staff members are not permitted to interact with campers or parents via social media. Staff members will not send a social media "invite," cannot accept a social media "invite," and are not permitted to "follow" campers or parents via social media platforms.

### General Media

- To use the camp name or logo, please contact the camp supervisor who will determine the appropriateness of use.

Over the summer, staff will post camp updates via the Town's official social media pages. Parents are encouraged to follow us on social media to stay in the loop on camper activities.

- Facebook: TownofJupiter
- Twitter: @TownofJupiter
- Instagram: @TownofJupiterFL

## Sunscreen

Part of ensuring your camper has a safe and fun summer means proper use of sunscreen. It is the parents' responsibility to apply sunscreen to their child in the morning before coming to camp. Please apply sunscreen liberally to your child every morning even if it looks like rain.

Parents are responsible for providing their child with enough sunscreen (marked with their name, in a sealed container) to take with them for additional applications throughout the day. It is recommended that parents send spray sunscreen, as it is easier and less messy for the child. Campers will be reminded to re-apply sunscreen during the day and may be assigned a sunscreen buddy. When necessary, camp staff will use a spray

sunscreen only to assist a child that is unable to personally apply his/her own sunscreen. If a child does not bring sunscreen or a staff member notices a child with visible signs of over exposure, we may ask/require them to remain in a shaded area.

## Lost & Found

It is recommended that each child's name and age be placed on any item brought to the Community Center. In doing so, this will expedite the return of any lost items. If your child happens to lose an item, a lost and found box will be located outside of the Community Center in the check-in/sign-out location under the bus loop. Items not retrieved in a timely manner (towels, clothing, non-valuables, etc.) will be discarded every Friday afternoon.

## Lunch & Snack Time

Campers must bring a packed lunch in an insulated cooler or lunch box clearly labeled with their name every day. Lunch is planned from 12 to 1 pm and a morning and afternoon snack time has been built into the schedule. There will be days when the lunch period or snack times will vary due to the daily activities.

At this time, the Town will not be offering the option to purchase lunches from an outside vendor. Please send your child with lunch and snacks as VENDING MACHINES WILL NOT BE AVAILABLE.

## Personal Items

Please pack your child's belongings in a backpack or something that is easy for them to carry. All personal items including lunch boxes, backpacks and personal water bottles should be clearly labeled with your child's first and last name.

Prohibited Items including all toys, cell phones, electronic devices and expensive items should be kept at home.

Counselors cannot be responsible for holding items for campers. Anyone found to be in possession of a prohibited item will have the item confiscated by the group coordinator and returned to the parent at afternoon sign-out. Please note that items similar to those listed above have been lost, misplaced and stolen in previous camps. The Town of Jupiter is not responsible for lost or stolen personal items belonging to campers.