

Bath and Racquet Athletic Club
Summer Camp - 2016

**Parent
Handbook**



Table of Contents

Welcome

Goals of Our Summer Camp Program

Location & General Information

Registration Policies

How to Register

Registration Discounts

Late Registration

The Benefits of Membership

Deposits/Payment Options

Cancellation Policy

Refund Policy

Transfer Policy

Age Classifications & Exceptions

Termination Policy

Camp Hours, Pick-Up and Drop-Off Info

2014 Camp Schedule

Camp Hours

Extended Hours

Absences

Sign-In

Pick-Up Procedures

Program Content

What to Expect

Swimming

Camp T-Shirts

Weather

Electronics and Screen-Free Policy

Lunches & Snacks

Camper Supervision

Staff

Camper Ratios

Special Needs

Medical / Emergency Information

Essential Forms

Illness Policy

Accidents/Emergencies

Medication Policy

Rules & Safety

General Rules

Code of Conduct

Child Abuse Policy

Quick Reference Checklist

Welcome

Thank you for choosing Bath and Racquet Athletic Club as your child's summer camp destination this year! We believe that you will find Bath and Racquet Athletic Club camps provide your child with a genuinely rewarding and exciting experience. Our camp director and staff have been hard at work to make this year's program outstanding. Our camp staff, volunteers and instructors share the strong core values of compassion, understanding, patience, respect, honesty and responsibility and look forward to working with your child. Our goal is to offer our campers knowledge, friendships, enriching activities and, most of all, fun this summer! We look forward to sharing this experience with your camper and know that he or she will love the summer camp program at Bath and Racquet Athletic Club. Whether this will be your child's first camp experience at Bath and Racquet Athletic Club or they are a returning camper, we are pleased to welcome them to our all new 2016 Summer Camp program!

We have prepared this parent handbook to provide you with important information about sending your child to summer camp. The handbook contains our summer camp policies and procedures, as well as other useful information for parents. Please review this handbook carefully and discuss the camp policies with your child. If, after reading this handbook, you find that you still have questions, or if we can be of service to you in any other way throughout the summer, please do not hesitate to contact the Camp Director, Claudia Kalin at (219) 789-2306 or via e-mail at ckalin.bandr@gmail.com.

Goals of Our Summer Camp Program

Since 1969, Bath and Racquet Athletic Club in Sarasota has enjoyed promoting youth development, healthy living and social responsibility in our community. Our entirely new camp program for 2016 is designed to reflect these values and provide our campers with an environment where they can learn and have fun throughout the summer.

All Bath and Racquet Athletic Club camps are designed to promote the following for campers of all ages.

- Personal growth
- Learn values
- Develop new interpersonal relationships
- Appreciate diversity
- Acquire leadership skills
- Learn positive peer supporter techniques
- Develop skills
- Have fun!

Location & General Information

Bath & Racquet Athletic Club

2170 Robinhood Street

Sarasota, FL 34231

(located behind Trader Joe's on Hwy 41)

Camp Registration/Program Information

Claudia Kalin, Camp Director

Cell: (219) 789-2306 or at ckalin.bandr@gmail.com

or

Stephanie Olson, Administration Manager

Office: (941) 921-6675 or at stephanie@studiosouthfitness.com

Registration Policies

How to Register

In order to register for camp, you may choose any of the methods listed below. Space is limited and enrollment is subject to availability.

- In person at Bath and Racquet Athletic Club, 2170 Robinhood Street Sarasota, FL 34231
- Scan your completed registration form and email it to ckalin.bandr@gmail.com
- By mail to Bath and Racquet Athletic Club (Attn: Camp), 2170 Robinhood Street Sarasota, FL 34231

Regardless of the method you choose, original copies of the completed registration forms, along with



payment in full, must be submitted before your registration is considered complete.

Registration Discounts

Early Registration Discount: Register by April 24, 2016 and receive 10% off tuition at registration.

Multiple Children Discount: Families that register more than one child for camp are eligible to receive 10% off tuition at registration.

Multiple Camp Discount: Register one child for more than 3 camps and receive 15% off tuition at registration for general interest camps.

Offers cannot be combined

Late Registration

Registrations made after May 15th are subject to a late registration fee of \$20 per child, per camp in addition to the regular camp tuition.

The Benefits of Membership

Members of Bath and Racquet Athletic Club are entitled to reduced summer camp tuition rates. To learn more about our membership options call the Bath and Racquet Athletic Club Membership Director, Richard Keane at 941-921-6675 for special promotional offers and even more benefits of becoming a member.

Deposits / Payment Options

There are two payment options:

- 1) You may pay in full at the time of registration or
- 2) You may pay a non-refundable \$50 per child per camp deposit at the time of registration and sign up for EFT. This deposit is separate from and in addition to the calculated tuition amount for the selected camps.

We will draft your account according to the following schedule:

Camp Dates	Draft Date
Weeks 1 & 2 - June 6 th - June 17 th	May 16 th
Weeks 3 & 4 - June 20 th - July 1 st	May 30 th
Weeks 5 & 6 - July 4 th - July 15 th	June 13 th
Weeks 7 & 8 - July 18 th - July 29 th	June 27 th
Weeks 9 & 10 - August 1 st - August 12 th	July 11 th

All returned checks will incur a \$20 processing fee.

Any bank draft payments returned with non-sufficient funds will incur an additional \$20 processing fee.

NO child will be accepted into camp unless the balance has been paid in full by the start date of camp.

Cancellation Policy

All registration cancellations are subject to a \$50 processing fee per child, per camp.

Refund Policy

Notice of intent to cancel must be received in writing by May 1, 2016 in order to receive a refund of your



tuition payment. If cancellation is made after May 1, 2016 and before May 15, 2016, you will receive a credit for the tuition paid, valid for one calendar year. No refunds or credits will be given for cancellations made after May 15, 2016, regardless of the date of registration.

Please allow 4-6 weeks from the date cancellation is requested to receive a refund, if applicable.

Transfer Policy

You may request that your camper be transferred to a different camp choice or week after registration, however, transfers will only be made if space is available. Once a session has begun, transfers are not allowed. Payment of additional tuition, if applicable, is due upon approval of the transfer request. Transfer requests must be made in writing.

Age Classifications and Exceptions

Review the **Summer Camp Offering - 2016** guide to see what are camps offered for your camper's age group. Please note, some camps have restrictions on age. Generally, your child will be placed with his or her peers by age group. The age groups are as follows: 3-4 years 5-7 years, 8-10 years, 11-13 years, 14+

There will be no age exceptions. Camps are designed with curriculum and programming for campers of a certain age.

Termination Policy

Bath and Racquet Athletic Club reserves the right to terminate your child's camp enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary by Bath and Racquet Athletic Club staff, parents will be informed of reasons for termination of services.

If the decision is made to cancel a scheduled camp in its entirety from our program, any tuitions paid for registration to that camp will be refunded in full.

Camp Hours, Pick-Up and Drop-Off Info

2015 Camp Schedule

Each of our camps is one week long. Please refer to the **Summer Camp Offering - 2016** guide for a description of each camp and for the week(s) it will be offered.

Weekly Camp Dates:

Week 1: June 6 - 10

Week 2: June 13 - 17

Week 3: June 20 - 24

Week 4: June 27 - July 1

Week 5: July 4 - 8

Week 6: July 11 - 15

Week 7: July 18 - 22

Week 8: July 25 - 29

Week 9: August 1 - 5

Week 10: August 8 - 12



Camp Hours

All camps are day camp programs and are active Monday through Friday from 9:00am to 3:00pm.

Pre-Care and After-Care

Pre-Care and After-Care are available as follows:

7:30am-9:00am \$50 per week

3:00pm-5:00pm \$50 per week

Payment for pre-care or after-care may be done at the time of registration or can be paid on a day-by-day basis. Payment can also be set up on a weekly automatic basis.

Absences

To ensure the safest possible environment, please inform us if your child will be absent for the day by calling the Bath and Racquet Athletic Club at 941-921-6675.

Sign-In

When arriving with your camper, you will be directed upstairs to the mezzanine level of the club where a waiting staff member will instruct you to sign your child in for the day. Bath and Racquet Athletic Club requires that all children properly signed in by an adult and turned over to a Bath and Racquet Athletic Club camp staff person. This helps ensure the safety of your child. Bath and Racquet Athletic Club does not and will not assume responsibility for children that arrive before the start time.

Early Pick-Up

If your child will be leaving early, please notify the camp staff receiving your child at sign-in, with a note indicating the time your child will be leaving, on the morning of the designated day.

The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out.

Pick-Up

You will need to sign your child out when you pick them up from camp.

PLEASE NOTE: It is our responsibility to see that your child leaves with the appropriate person each day. We may ask for identification at the time of pick-up. Please do not be offended. This is done with your child's safety in mind. Please bring a photo ID with you everyday.

Children will be released only to those authorized by the parent on the child's Registration Form. It is the parent's responsibility to notify the camp of any changes in authorization, in writing, prior to the time of camper pick-up. Those picking up children should be prepared to show identification to the camp staff member upon request.

No child will be released to anyone who is not authorized per the registration form to pick up that child.

Please be aware: Appropriate legal paperwork is required to be on file with Bath and Racquet Athletic Club when the parent requests that we not to release the child to a specific person.

Late Pick-Up

For all children not picked up by the end of the program, regular or extended hours, the following late



policy will be in effect:

First 5 minutes: Grace Period

After the grace period: \$10/hour (or every part thereof)

Payment for Late Pick-up fees is due at the time of pick-up. Campers with outstanding late pick-up fees will not be allowed to return to camp until such time that the fees are paid in full.

Program Content

What to Expect

Campers will participate in a variety of activities each day. Camp Activities have been designed to fit the theme of each camp and may include: Ice-breaking Activities, Arts & Crafts, Sports, Games & Fitness for Kids, Hands on Science, Dance, Special Events and Swimming. Each camp will offer a different set of activity choices designed to optimize the child's camp experience. The Specialty camps and Sports camps will have both specialty/sport format and traditional camp format.

Children in the extended hours program will be given a variety of structured and non-structured activities each day.

Swimming

Please send your child to camp with a swimsuit EVERY DAY, along with a plastic bag to place their wet suit in after swimming. Towels will be provided. *Aquatics campers should arrive at camp dressed in their swimsuit with shorts and shirt over their suit.

Children may be swim tested at the beginning of camp for swimming proficiency and grouped accordingly. This is required to ensure to safety in the pool. If your child cannot swim, please inform the staff at the time of registration.

Water Safety Rules

- No roughhousing in the water.
- Do not dunk other swimmers or hold anyone under water.
- No running in the pool areas.
- No diving or jumping from the sides of the pool.

Camp T-Shirts

Each camper will receive one camp T-shirt with enrollment in a Bath and Racquet Athletic Club summer camp. Additional shirts can be purchased for \$10.00.

Weather

Outdoor activities are an important part of our daily camp schedule. Parents are asked to dress campers appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

Rainy days are specially programmed days at the camps. Alternative indoor activities have been planned and may include indoor sports and games. Swimming, outdoor activities will resume as weather permits.



Electronics and Screen-Free Policy

Bath and Racquet Athletic Club supports a screen free and electronics/cell phone free zone. Cell phones, video games, iPods, etc., are disruptive to camp and detract from the camp experience. If a cell phone, iPod, DSi, etc., comes to camp, it may be collected and placed at the Bath and Racquet Athletic Club front desk until the camper is picked up. Please contact Bath and Racquet Athletic Club at 941-921-6675 if there is a situation during camp hours in which you need to contact your child. Bath and Racquet Athletic Club is not responsible for lost electronics.

Lunches & Snacks

Bath and Racquet Athletic Club has the capacity to provide lunch for your camper through our on-site full service restaurant, the Courtside Grille. If you wish for Bath and Racquet Athletic Club to provide lunch for your camper, you may include a meal package for the week at the time of registration or you may indicate on the sign-in sheet at the time you drop your camper off in the morning that you wish for them to be provided a lunch that day. Payment can be made with registration or on a day-by-day basis throughout the week. If paid at the time of registration, the meal plan is \$30 per child, per week. If paid on a day-by-day basis, the cost of meal and snacks for each day is \$7.00.

PLEASE NOTE: Campers with food allergies are not permitted to participate in the lunch/snack program provided by Bath and Racquet Athletic Club. These individuals must bring their lunch/snack from home.

All campers not participating in the Optional Lunch Program should bring a sack lunch including 2 snacks, a beverage and a water bottle to camp daily. Lunches will be refrigerated in our restaurant refrigerator.

Please follow these guidelines when including a lunch with your camper:

- Please do not send food or drinks in glass containers.
- Please label your campers lunch (and all containers inside) with their first and last name and the date. A marker and masking tape for labeling lunches will be available at the sign-in area when you drop your child off.
- Please do not provide your camper with food that will need heating or to be microwaved.

We will have snack periods daily. Please send extra food for these times as well as a water bottle.

Camper Supervision

Staff

We feel confident Bath and Racquet Athletic Club has the best staff around! We strive to provide a highly qualified and well-trained staff to conduct all of our summer camp programs.

All camp staff model the Bath and Racquet Athletic Club values of caring, honesty, respect, and responsibility. Most importantly, our staff are people who love working with kids.

Volunteers

Bath and Racquet Athletic Club welcomes program volunteers and matches them with programs that they are best suited for. All volunteers are interviewed and properly screened before working in the program.



Camper Ratios

We operate with a maximum ratio of 1:10 staff per child ratio.

Special Needs

Bath and Racquet Athletic Club is committed to providing non-discrimination and equal access for all in our summer camp programs. We strive to provide the best camp experience for your child, and ask that prior to registration, you consult with the camp director regarding any special needs of your child. We will work to provide reasonable accommodations upon request.

Due to the fact that there are some medical treatments and procedures that legally the Bath and Racquet Athletic Club staff is not trained, nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

Contacting your Child at Camp

Please do not call to speak to your child at camp unless it is an emergency. If your child is experiencing problems, we will contact you immediately. If you have any questions or concerns, please contact the camp director at any time.

Campers are not allowed to have cell phones or any other electronic devices during camp.

Medical/Emergency Information

Essential Forms

Each camper must have a completed:

- Camp Registration Form

This form must be submitted to Bath and Racquet Athletic Club at the time of registration or your child will NOT be able to attend camp!!

Please be sure that the information on the forms is accurate and complete. Please do not leave any of the fields blank on the form, if a section does not apply simply write "n/a" in the field.

Illness Policy

All immunizations must be current.

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness. If your child has had a fever of 101 or higher or has had vomiting/diarrhea, please withhold them from camp for at least 24 hours after their temperature and symptoms returns to normal.

If your child becomes ill while at the center, you will be asked to pick up your child as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contacts will be notified. It is the responsibility of the parents or guardians to arrange for the child to be picked up from the center as soon as possible.

In the case that your camper or anyone in the immediate household of the camper develops a reportable communicable disease as defined by the State Board of Health, it is the responsibility of the parent to notify



Bath and Racquet Athletic Club within 24 hours or the next business day in order for us to take proper action, except in the case of life-threatening diseases which must be reported immediately.

Accidents/Emergencies

All precautions will be taken to prevent serious health risks to all campers.

In the event that a minor injury occurs, First Aid will be administered at the camp by the camp staff. The following procedures will be followed:

- First Aid will be provided and an incident report will be completed.
- The child will periodically be observed after First Aid has been applied.
- A copy of the incident report will be sent home with the camper upon pick-up.

In the event of a medical emergency, immediate action will be taken by the staff as per Bath and Racquet Athletic Club policies and according to the waivers signed by you as part of your child's registration form. If parents or emergency contacts are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- The camp staff will administer First Aid until professional services arrive.
- Depending on the situation and within reason, you will be contacted first. If you cannot be reached, the emergency contact person will be notified. If the situation is emergent, 911 may be called first.
- 911 may be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on a Bath and Racquet Athletic Club incident report.

Medication Policy

Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent.

- Complete the medication authorization form included in your camp registration packet.
- Keep all medication in the original container with the prescription label / direction label attached.
- Hand all medication (including inhalers, etc.) to the camp counselor. Campers are not allowed to keep medications on their person.
- All medications will be secured and administered to your child at the prescribed time.

Sunscreen

Should you desire that your camper use sunscreen while participating in the camp, the following procedures MUST be followed in accordance with Bath and Racquet Athletic Club policy.

- You must provide the sunscreen you wish to be used for your child.
- Keep the sunscreen in the original container, labeled with your camper's name.
- Camp staff will remind campers to apply sunscreen multiple times per day.

- Camp staff will assist in the application of sunscreen to campers under the age of 9 years old. All campers that are older than 9 years old may apply their own sunscreen.

Insect Repellent

Should you desire that your camper use insect repellent while participating in the camp, the following procedures **MUST** be followed in accordance with Bath and Racquet Athletic Club policy.

- You must provide the insect repellent you wish to be used for your child.
- Keep the insect repellent in the original container, labeled with your camper's name.
- Camp staff will remind campers to apply insect repellent multiple times per day.
- Camp staff will assist in the application of insect repellent to campers under the age of 9 years old. All campers that are older than 9 years old may apply their own insect repellent.

Rules and Safety

Safety is paramount to the camp program at Bath and Racquet Athletic Club. Camp rules are established to ensure the safety of all campers. Please review the following rules with your child:

General Rules

- Listen to the staff and follow their directions
- Campers are not allowed to leave their camp group unless given permission to leave by their group leader.
- Keep camp clean. This includes picking up litter, no writing graffiti, and replacing any camp equipment after use.
- No fighting. If you have a problem, walk away from the situation and tell a counselor.
- Appropriate footwear must be worn at all times.
- Campers should always strive to be caring, honest, respectful and responsible.

Code of Conduct

We expect persons using Bath and Racquet Athletic Club to behave in a mature and responsible way and to respect the rights and dignity of others. Bath and Racquet Athletic Club does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct.

Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in the theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Bath and Racquet Athletic Club staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance.

Child Abuse Policy

Bath and Racquet Athletic Club believes that the safety, support and care of our children is of the utmost importance. Florida law also has provisions safeguarding the wellbeing of our children.

In our capacity as a youth camp, we fall under the umbrella of “mandatory reporters” of suspected child abuse or neglect.

Therefore, we must comply with the law as outlined in the following:

Child care and camp personnel having reasonable cause to believe that a child under the age of 18 years, whose parent or any person responsible for his or her care*: Causes or threatens to cause a non-accidental physical or mental injury; has a child present during the manufacture or attempted manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation; neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care; abandons the child; neglects or refuses to provide adequate supervision in relation to a child’s age and level of development; knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material are required by law to immediately report their concerns to the local department of social services or to the Child Abuse and Neglect Hotline. *NOTE: Florida law requires that mandated reporters report all cases of suspected child abuse or neglect to child protective services regardless of the abuser / neglector’s relationship to the child.

Quick Reference Checklist

Did you remember to send?

- Backpack (labeled)
- Water Bottle
- Sack lunch or if not registered Optional Lunch Program
- Sports-specific equipment as needed
(tennis racquet, dance shoes, snorkel & flippers for SCUBA, etc.)
- Swimsuit
- Plastic bag for wet stuff
- Sunscreen (labeled)
- Bug Spray (labeled)
- Closed toed shoes
- Poncho/raingear on wet days
- Old shoes are recommended for muddy days
- Change of clothes for younger campers

Please remember to label all items with your child’s name.



If you have questions or concerns, please feel free to address them with the Program Director Claudia Kalin at Cell: (219) 789-2306 or at ckalin.bandr@gmail.com.

Bath and Racquet Athletic Club summer camp programs will challenge your child to grow in imagination, creativity, confidence, self-directed initiative and leadership. We are dedicated to positively impacting the lives of our campers and thank you for giving us the opportunity to do so.

Happy Camping!