

# SUMMER CAMP GUIDE

## 2023



*City of Ocoee*  
**PARKS & RECREATION**  
**DEPARTMENT**

# 2023 SUMMER CAMP

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### Staff Spotlight

The City of Ocoee staff is selected for their background experience, enthusiasm, and great attitude for working with children. Our leadership staff has various backgrounds, including studies in education, recreation and business. Each is eager to share his/her experience and enthusiasm, and be a resource for your child.

#### **Recreation Operations Manager— Toren Hogan**

Toren graduated from the University of Central Florida with a Bachelor’s Degree in Business and has a Masters Degree in Public Administration from Valdosta State University. He has worked for the City of Ocoee for 12 years.

#### **Recreation Supervisor— Adrian Dorsey**

Adrian graduated from Bethune Cookman University with a Bachelor’s Degree in Physical Education with a concentration in Recreation and has a Masters Degree in Exercise Science and Health Promotion from California University of Pennsylvania. She has worked for the City of Ocoee for 14 years .

#### **Recreation Leaders**

**Keith Hendrix**— Keith has been with the City of Ocoee for 29 years. He spent 1 year with Public Works and has been with the Parks and Recreation Department for the past 28 years.

**David Maggart**—David graduated from Florida State University with a Bachelor’s Degree in Political Science. He has been with the City of Ocoee for 6 years.

**Bradley Sulkowski** —Brad has been with the City of Ocoee for 5 years. He is attending Valencia Community College.

#### **Recreation Specialist—Tracy Wise Donahey**

Tracy has been with the City of Ocoee for 5 years.

#### **Full Time—Recreation Aide**

Christopher Wright

#### **Administrative Assistant**

Karina Flowers

#### Important Numbers

If you need to reach camp staff during the day contact

Adrian Dorsey 407-427-7445

adorsey@ocoe.org

Tracy Wise Donahey 407-427-9872

twise@ocoe.org

Beech Center Main Office 407-905-3180

# 2023 SUMMER CAMP

## REGISTRATION & PRICING

We are glad that you have chosen us to provide your child with a fun and safe experience this summer. Our staff understands that you have a choice in selecting care for your child, so we are committed to providing you and your family with a quality program and excellent service.

We encourage you to familiarize yourself with the information in the helpful guide as it covers, daily procedures, policies, and field trip information. Please keep handy and refer to it as necessary.

### REGISTRATION

Summer camp will consist of 5 Camp Sessions. Each session will also have a payment due date. If payment is not made by the due date, your spot will be given to a child on our waiting list. There is a \$35.00 registration fee per child. To complete the online process, you must send an email to [adorsey@ocoee.org](mailto:adorsey@ocoee.org).

- ◆ Partial registration will take place online ([www.myprocare.com](http://www.myprocare.com)) and the additional paperwork must be signed at time of payment rendered
- ◆ New Register—must have birth certificate, shot records, water bill (Ocoee Residents)
- ◆ Questions? Please contact the Parks and Recreation Department at 407-905-3180

### TUITION

The registration fee includes two camp t-shirts (t-shirts are limited; must purchase additional shirt by May 1st)

- ◆ Session payments are due the Friday before the start of each 2-week session (with the exception of Session 1—due May 19th)
- ◆ The City of Ocoee accepts cash, checks, money orders and credit cards (fee applies)

Session	Dates	Due Date	Resident Tuition	Non-Resident Tuition
Session 1	May 29th– June 9th	May 19th	\$135 (+\$126 each additional child)	\$171(+144 each additional child)
Session 2	June 12th - June 23rd	June 9th	\$150 (+\$140 each additional child)	\$190 (+160 each additional child)
Session 3	June 26th-July 7th	June 23rd	\$135 (+\$126 each additional child)	\$171(+144 each additional child)
Session 4	July 10th - July 21st	July 7th	\$150 (+\$140 each additional child)	\$190 (+160 each additional child)
Session 5	July 25th- August 4th	July 21st	\$150 (+\$140 each additional child)	\$190 (+160 each additional child)

# 2023 SUMMER CAMP

## ADDITIONAL INFORMATION

The purpose of our program is to provide our community children with a fun and safe summer break. We are dedicated to offering quality programming that is planned and implemented by knowledgeable staff educated and experienced in the field of Child Development. We strive to provide your children with experiences that will promote emotional and physical health as well as encourage favorable qualities such as respect for others, positive self-esteem, and responsibility.

The City of Ocoee Parks & Recreation staff is proud of the program we have created, but we are always looking to improve. Your input is valued as we seek to enhance all of our programs for the community's youth. We believe in the value of inclusive leisure and recreation experiences for all members of the community regardless of their ability. The Department makes an effort to ensure inclusive opportunities in all program services including parks, facilities, programs, special events, and classes.

### PROGRAM HOURS

The Parks and Recreation Department Summer Camp hours are from 7:00am—6:00pm Monday—Friday

Morning Drop Off Time: 7:00am—8:30am

### MEET AND GREET

The Recreation Department will have an information meeting for parents on Wednesday May 17th from 7:00pm—8:30pm. Parents will have the opportunity to meet camp staff, ask questions, and pick up camp shirts. If you are unable to attend this meeting please contact the Jim Beech Recreation Center with any additional questions and options for camp shirt pick up.

### HEALTH & SAFETY PLAN FOR COVID –19

The Parks and Recreation Department will continue to monitor and follow guidelines from the CDC and local city, county, and state orders, related to COVID-19.

### CAMP SWIM

Campers will swim on most Fridays at the Jim Beech Center Pool. Each child will take a swim test administered by the City of Ocoee lifeguards. If any child does not pass the swim test, they will only be allowed to swim in the beach entry area of the pool. Those that pass the test will be allowed in the deeper areas of the pool (up to four feet). The swim schedule is located on the field trip sheet for all ages. PLEASE DO NOT FORGET A TOWEL AND EXTRA CLOTHES IF NEEDED. ADVANCE NOTICE WILL BE GIVEN FOR CAMP SWIM CANCELLATIONS.

### DAILY ACTIVITIES

Campers will enjoy a variety of indoor and outdoor activities run by the Recreation staff which include:

- Free Play
- Group Activity
- Quiet Activity

Daily schedules will be posted for each group

### DRESS & PERSONAL ITEMS

Campers should dress appropriately for outdoor activities. T-shirts, shorts, and closed-toe shoes must be worn. If you require your child to bring extra clothes, please mark with campers name. Please also make sure your child has a water bottle.

## 2023 SUMMER CAMP

### ADDITIONAL INFORMATION

#### BREAKFAST & LUNCH & SNACKS

Breakfast and lunch will be provided at no additional cost to campers. A variety of nutritious meals will be served throughout the week and will be made from fresh ingredients. Breakfast will be served at 8:00am and may include: apple sauce, muffins, cereal, etc. Lunch will be served at 11:30am, items may include sandwiches, deli wraps, vegetables, and fresh fruits. Each meal will be served with a choice of white or chocolate milk. Children will have one snack break each day at 2:00pm. They are able to purchase snacks sold in the vending machines. Pricing ranges from 75 cents—\$2.00. If you choose to provide breakfast and lunch please remember that item should not require refrigeration or heating.

#### MISPLACED ITEMS

The Jim Beech Recreation Center maintains lost and found.

- It is recommended that everything that your child brings to camp be labeled with his/her full name.
- Please do not send expensive or valuable items with your child.
- Limit the amount of money sent with your child to the daily program expenses only.
- Staff cannot be responsible for your child's money or personal items, including toys and media players. Staff is not responsible for lost, stolen or damaged items.
- If not claimed by the end of the week it will be donated to charity

#### CELLPHONES & ELECTRONIC DEVICES

No cell phones will be permitted at camp or on field trips. Camper can use office phone in any emergency as was done in the past, prior to cell phones. Parent (in an emergency only) can call the office to leave message for child. We appreciate that most families will honor our request and support our reasoning for not bringing cell phones to camp. We ask for your support and consideration of ALL camp children and respect other families as they help foster their child's independence.

We maintain a policy restricting the use of iPads, tablets, and gaming system devices at camp. Due to the capability of such devices to access the internet, download, and store, in a private manner, easily available sexually explicit, degrading, foul, and vulgar content, they are inappropriate for use at camp. In addition, it is our aim to promote activities, whether formally planned, informal, or spontaneous during free time, that are inclusive and group oriented rather than exclusionary for private personal use or benefit.

#### PHOTOGRAPHS

Staff may take photographs of program participants to use with program files, City Presentations, promotions of City programs, and similar purposes. If you do not wish to have your child photographed, please provide a WRITTEN STATEMENT requesting no photos. In the absence of a written statement, the City of Ocoee has your implicit permission to use any photographs taken of your child while participating in this, or any, City programs. Neither you nor your child is entitled to compensation of any kind for the use of photographs or video. The City of Ocoee is not responsible for photographic activities of attractions and fieldtrip destinations.

# 2023 SUMMER CAMP

## CAMP SESSION THEMES

### SESSION 1

**MAY 30– JUNE 9**

*Week 1 Theme: Old School Week*

*Week 2 Theme: Outer Space Week*



Field Trip Cost::

6-8 year olds -\$0.00

9-12 year olds -\$93.00



### SESSION 2

**JUNE 12—JUNE 23**

*Week 3 Theme: Color Wars Week*

*Week 4 Theme: Disney Magic Week*



Field Trip Cost:

6-8 year olds -\$ 81.00

9-12 year olds -\$80.00



### SESSION 3

**JUNE 26– JULY 7**

*Week 5 Theme: Goin' Green Week*

*Week 6 Theme: EveryDay Heroes Week*



Field Trip Cost::

6-8 year olds -\$ 77.00

9-12 year olds -\$25.00



### SESSION 4

**JULY 10—JULY 21**

*Week 7 Theme: Mind Building Week*

*Week 8 Theme: Be Creative Week*



Field Trip Cost::

6-8 year olds -\$ 42.00

9-12 year olds -\$72.00



### SESSION 5

**JULY 24—AUGUST 4**

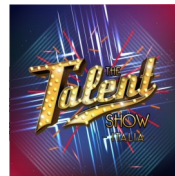
*Week 9 Theme: Water Everywhere Week*

*Week 10 Theme: Ocoee Got Talent Week*

Field Trip Cost::

6-8 year olds -\$ 35.00

9-12 year olds -\$47.00



## 2023 SUMMER CAMP

### FIELD TRIP SCHEDULE (AGES 6-8)

### Ages 6-8 (Tentative)

**May - August (No Camp May 29th & July 4th)**

Mon - May 29th	Tues - May 30th	Wed - May 31st	Thurs - June 1st	Fri - June 2nd
NO CAMP City Holiday				
Mon - June 5th	Tues - June 6th	Wed - June 7th	Thurs - June 8th	Fri - June 9th
Mon - June 12th	Tues - June 13th	Wed - June 14th	Thurs - June 15th	Fri - June 16th
West Orange 5 9 a.m. - 12 p.m. \$12	Sky Zone 11 a.m. - 2 p.m. Lunch Included \$23		Kennedy Space Center 10 a.m - 3.p.m Lunch Included \$46	
Mon - June 19th	Tues - June 20th	Wed - June 21st	Thurs - June 22nd	Fri - June 23rd
Mon - June 26th	Tues - June 27th	Wed - June 28th	Thurs - June 29th	Fri - June 30th
	Wonderworks (P) 8:30 a.m - 3:00 p.m. Lunch Included \$22	TBD	Central Florida Zoo 10 a.m. - 3 p.m. Lunch Included \$20	
Mon - July 3rd	Tues - July 4th	Wed - July 5th	Thurs - July 6th	Fri - July 7th
	NO CAMP City Holiday			Medieval Times 10 a.m. - 3 p.m. Lunch Included \$35
Mon - July 10th	Tues - July 11th	Wed - July 12th	Thurs - July 13th	Fri - July 14th
West Orange 5 9 a.m. - 12 p.m. \$12	TBD		Planet Obstacle 10:00 a.m. - 1:00 p.m. Lunch Included \$30	
Mon - July 17th	Tues - July 18th	Wed - July 19th	Thurs - July 20th	Fri - July 21st
Mon - July 24th	Tues - July 25th	Wed - July 26th	Thurs - July 27th	Fri - July 28th
	Dave and Busters (PVT) 8:30 a.m. - 1 p.m. Lunch Included \$35	TBD	TBD	
Mon - July 31st	Tues - August 1st	Wed - August 2nd	Thurs - August 3rd	Fri - August 4th

**\*\* Camp Swim on Fridays Are Subject To Change**

## 2023 SUMMER CAMP

### FIELD TRIP SCHEDULE (AGES 9-12)

**Ages 9-12 (Tentative)**

**May - August (No Camp May 29th & July 4th)**

<b>Mon - May 29th</b> NO CAMP City Holiday	<b>Tues - May 30th</b>	<b>Wed - May 31st</b>	<b>Thurs - June 1st</b>	<b>Fri - June 2nd</b>
<b>Mon - June 5th</b> West Orange 5 9 a.m. - 12 p.m. \$12	<b>Tues - June 6th</b> Kennedy Space Center 10 a.m - 3.p.m Lunch Included \$46	<b>Wed - June 7th</b>	<b>Thurs - June 8th</b> Island H2O 10 a.m. - 4 p.m. Lunch Included \$35	<b>Fri - June 9th</b>
<b>Mon - June 12th</b>	<b>Tues - June 13th</b>	<b>Wed - June 14th</b>	<b>Thurs - June 15th</b>	<b>Fri - June 16th</b>
<b>Mon - June 19th</b> West Orange 5 9 a.m. - 12 p.m. \$12	<b>Tues - June 20th</b> Sky Zone 11 a.m. - 2 p.m. Lunch Included \$23	<b>Wed - June 21st</b>	<b>Thurs - June 22nd</b> Dave and Busters 8:30 a.m. - 1 p.m. Lunch Included \$35	<b>Fri - June 23rd</b>
<b>Mon - June 26th</b>	<b>Tues - June 27th</b>	<b>Wed - June 28th</b>	<b>Thurs - June 29th</b>	<b>Fri - June 30th</b>
<b>Mon - July 3rd</b>	<b>Tues - July 4th</b> NO CAMP City Holiday	<b>Wed - July 5th</b> Kings Bowling 11 a.m. - 2 p.m. Lunch Included \$25	<b>Thurs - July 6th</b> TBD	<b>Fri - July 7th</b>
<b>Mon - July 10th</b>	<b>Tues - July 11th</b>	<b>Wed - July 12th</b>	<b>Thurs - July 13th</b>	<b>Fri - July 14th</b>
<b>Mon - July 17th</b>	<b>Tues - July 18th</b> Fun Spot Orlando 9:30 a.m. - 2:00 p.m Lunch Included \$42	<b>Wed - July 19th</b> TBD	<b>Thurs - July 20th</b> Planet Obstacle 10 a.m. - 1 p.m. Lunch Included \$30	<b>Fri - July 21st</b>
<b>Mon - July 24th</b>	<b>Tues - July 25th</b>	<b>Wed - July 26th</b>	<b>Thurs - July 27th</b>	<b>Fri - July 28th</b>
<b>Mon - July 31st</b> West Orange 5 9 a.m. - 12 p.m. \$12	<b>Tues - August 1st</b> TBD	<b>Wed - August 2nd</b> TBD	<b>Thurs - August 3rd</b> Dave and Busters 9 a.m. - 1 p.m. Lunch Included \$35	<b>Fri - August 4th</b>

**\*\* Camp Swim on Fridays Are Subject To Change**



# 2023 SUMMER CAMP

## DISCIPLINE POLICY

The Parks and Recreation program staff members are trained to handle typical juvenile issues. Staff members are not, however, trained to handle participants with excessive behavior problems. If a child demonstrates excessive behavior problems, he/she will be evaluated to determine whether the program is appropriate for the child. The parent/guardian of the child will be notified if the child is no longer eligible for the Before & After School Programs, Summer Camp, or Holiday Camp.

Participants of programs offered by the Ocoee Parks and Recreation Department have the responsibility to participate in activities in a safe and respectful manner at all times. Participants are expected to:

1. Treat others with dignity and respect;
2. Treat City property and the property of others with respect;
3. Listen courteously and respect the opinions and points of view of other;
4. Respect the rights and privacy of others;
5. Not interfere, impede, limit, or restrict the recreational opportunity of other participants;
6. Comply with all instructions and directions of program staff;
7. Truthfully answer all questions posed by program staff;
8. Have in their possession only those items allowed at the program;
9. Report threats to do harm to an adult in authority;
10. Report hazardous or dangerous situation to an adult in authority;
11. Follow the rules and regulations of Parks and Recreation Department.

### **Level I Offenses**

Level I offenses are minor acts of misconduct that interfere with the orderly operation of an activity, transportation and the program overall. The program staff will intervene in the misconduct and depending upon the severity of the infraction, the staff may refer the participant to the Recreation Supervisor or Manager for disciplinary action.

### **Level II Offenses**

Level II offenses are more serious or disruptive examples of Level I offenses. Acts of misconduct in Level II include repeated acts of misconduct from level I, acts directed against participants and/or employees or personal property, and acts that may endanger the health or safety of others. Misconduct at this level will be reported to the Recreation Supervisor immediately and/or to the Recreation Operations Manager, who will investigate the situation and decide on the appropriate disciplinary action.

**If a child strikes another child in the face, it will be an automatic 1 day suspension. A second offense will result in a 3 day suspension. Third offense, the child will be removed from the program.**

Disciplinary action includes but not limited to time out from activity, staff and parent conference, suspension, and removal from program. Parents are welcomed to talk to a Recreation Supervisor or the Operations Manager about any discipline action.

All disciplinary action will be subject to review. Any actions that will require a more severe action will be granted and discussed with parents/guardians.

## 2023 SUMMER CAMP

### PICK-UP & DROP-OFF PROCEDURES

Children attending the Summer Camp Program will be signed in and out each day by a staff member along with the parent or authorized adult. Camp pick up and drop off procedures will be amended. For arrival, staff will meet the campers in their vehicle out-side, screen the child(ren) through the stopped vehicle's window and permit those that pass the screening entry to camp. Camp pick up procedures will be amended to copy school procedures. Parents/ guardians will be given a placard for their car with their child(ren)'s name . Staff will identify parents/guardians via photo documentation or password and then permit the child(ren) to enter the vehicle. If picking up early, call ahead to inform staff. Campers are not able to return to camp once signed out. This is important as it is the Parks and Recreation Department's legal record of the time the child/children were in attendance at the program.

It is the policy of the City to release the child/children to either parent or legal guardian or whoever they authorize to pick up the child/children.

Children will only be released to the individuals that are listed on the Program Permission Pickup Form on file with the department. Parents or legal guardians must list everyone, including themselves, having their authorization to pick up their child/ children at the program on the Program Permission Pickup Form. The program staff will not release the child/ children to individuals not listed on this form. If a parent or legal guardian wishes to add an individual to the list they must do in person. The program staff will not accept names from phone calls or faxes. When the parent or authorized adult arrives to pick up the child/children, identification with a photo must be presented to the program staff, upon request. Any issues related to the child/children will be told to whoever picks up the child/children on that day, and any information handed out related to the program will be given to whoever picks up the child/ children on that day. It shall be the responsibility of the parent/guardian to determine a method of receiving and sharing this information. Any information mailed from the Parks and Recreation Department will be mailed to the individual that is listed as financially responsible for the child's/children's registration.

Parents or guardians that are separated or divorced will need to provide documentation acceptable to the City if there are any restrictions regarding their child/children. Without acceptable documentation, staff will be required to release the child/children to either parent or legal guardian or whoever they authorize to pick up the child/children. Any issues related to the child/children will be told to whoever picks up the child/ children on that day and separated or divorced parents/guardians will need to determine a method of sharing this information.

The Parks and Recreation Department reserves the right to take any action it deems necessary to maintain the integrity of the program. Parents or guardians that do not comply with this policy may have their child/children barred from attending the program.