**LEON COUNTY SCHOOLS EDEP SUMMER CAMP POLICY STATEMENT**

**ELIGIBILITY AND ENROLLMENT:** Summer camp participants must be school age and meet the basic entry-level criteria in the areas of self-care, communication, mobility and social-emotional development. All participants must complete the summer camp registration form prior to participation. Students who are enrolled in a non-Leon County School may participate in the EDEP summer program with consent from the school Principal and EDEP Manager. A current copy of the child’s immunization records will be required at the time of registration.

**PAYMENTS AND FEES:** Fees are to be paid in full, prior to your child’s attendance in camp each week. All monies received for payments must be in the form of check or money order, or via credit/debit card using the LCSB EDEP payment portal. No cash will be accepted.

**ARRIVAL AND DEPARTURE:** For the safety and well-being of participants, each child MUST be signed in and out either by a parent/guardian, or another adult authorized in writing by the custodial parent. Parents who have legal documentation limiting the rights of one parent’s access to the child must provide these documents to the EDEP program. Parent access to a child will not be denied without a copy of a court order. If there are concerns in which we need to be aware, please arrange to meet privately with the EDEP program manager.

**LATE PICKUP FEES:** Your child must be picked up by 6:00 pm at the LATEST. Otherwise, a late fee of **$1 per minute** will be assessed. Late fees are due when the child is picked up, and will be strictly enforced. If a child has not been picked up by 7:00pm, LCS Safety and Security office or the school’s resource officer will be contacted for assistance.

**RETURN CHECKS:** Returned checks are processed through the LCSB District Office. If your check is returned unpaid, the finance department will attempt to redeposit a second time. In the event your check is returned again, the district office will send it to the school’s EDEP manager for collection. You will be notified and a return check fee of $20 will be assessed, and services will be suspended until payment is made. If two checks are returned unpaid in a single school year, parents will be required to pay by money order for the remainder of the year.

**REFUNDS:** No refunds are to be permitted, except for documented cases of prolonged illness (2 weeks or more) or family relocation. Absolutely no refunds will be given on registration fees. Refunds must be requested in writing.

**SNACKS/LUNCHES:** Nutritious snacks are provided in the morning and in the afternoon each day of summer camp. Parents/ guardians must provide their child with a lunch and a drink unless otherwise stated in the schedule.

**DISCIPLINE:** To achieve the goal of providing quality enrichment activities for children in an environment of cooperation and respect, positive discipline practices are utilized by all members of the Extended Day staff. These policies and practices are consistent with and conform to the school’s discipline policy. If normal discipline practices such as non-punitive interaction, redirection and time-out do not facilitate the appropriate behavior, parents of students requiring special attention will be asked to join us in a conference to discuss and assist in implementing measures to assure appropriate behavior and allow continued program participation. If a student chooses not to, or cannot, demonstrate appropriate behavior within the program, the behavior will be interpreted to mean that the student does not have either the faculty or desire to participate in the program. At such time, the student will leave the program at the request of the Extended Day Enrichment Program Coordinator. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, no refund will be given.

**ILLNESS/MEDICATION:** Should a child become ill while at summer camp, parents will be contacted to pick up the child. Whenever a child is to be given prescription or over-the-counter medicine during camp, the parents must provide a *Medication Authorization Form.* All medications must be provided in the original container, labeled with the student's name, name of the medication, and the time and exact dosage to be given.

**INSURANCE:** Leon County Schools EDEP does not carry accident insurance on its participants. It is the parent’s responsibility to carry adequate accident insurance. Such a policy is available through Leon County Schools. Check with your school’s secretary for an application.



**POOL RULES**

* The City of Tallahassee is not responsible for personal belongings. Please do not bring valuables into aquatic facilities.
* All children under the age of 5 must be within arm’s reach of a parent or guardian at all times while in the pool and in the facility.
* Smoking (including vaping) is not permitted inside the facility gates.
* Abusive or profane language is not permitted.
* Tattoos with visible nudity or profanity must be covered.
* Swimmers must wear proper swimming attire. Male and female swimmers of all ages must wear actual bathing suits. “Basketball style” shorts are allowed. Thong-style and suits that are “see through” are not allowed.
* Diapers are not permitted in the pool. Swim diapers only.
* Children may not ride on a parent’s back or be tossed into the air.
* No running on deck, rough play, diving off or sitting on shoulders or throwing objects (balls, toys, etc.) allowed.
* All guests must shower before entering the pool.
* Flotation devices, such as plastic floats and water wings, are not permitted; however, the City will provide Coast Guard approved life jackets, at no charge, upon request.
* Coolers are not permitted inside the facility gates. Food and drinks are not permitted within 10ft of the edge of the pool. Drinks and snacks may be purchased from the snack bar or vending machine.
* Mask, fins, and snorkels are only permitted while lap swimming. Swim goggles are permitted anywhere in the pool.
* Adults only are permitted to use swim team equipment (kickboards, fins, hand paddles, etc.).
* Swim tests are mandatory at City aquatic facilities for minors who wish to swim in deep water areas. To pass a swim test, one must be able to swim 25 yards, without stopping, using an efficient front crawl stroke.Front crawl is performed correctly with face in the water.
* Plastic brightly colored wristbands are issued once a swimmer passes the swim test and must be worn to swim in deep water. No swimmer under the age of 18 is allowed in deep water unless wearing a wristband.
* Safety rest breaks will be given every hour during peak public swim hours. A signal is given at 5 minutes before the top of the hour and all swimmers under the age of 18 must exit the pool for 10 minutes. Restroom visits are encouraged during this time for our guests.
* Must be 42 inches tall to use the large slide at Robinson Trueblood and Trousdell Aquatics Centers and 48 inches tall to use the large slide at Jack McLean Aquatics Center.
* Position to be maintained while going down large slides: lie flat on back, arms crossed over chest, and ankles crossed.
* Sunglasses, T-shirts and lifejackets must be removed prior to using the large slides. Shirts designed for swimming are allowed on the slides.
* Only one person allowed on slides at a time. Parents may not ride any slide with child in lap.
* No animals allowed in pool or on pool deck.