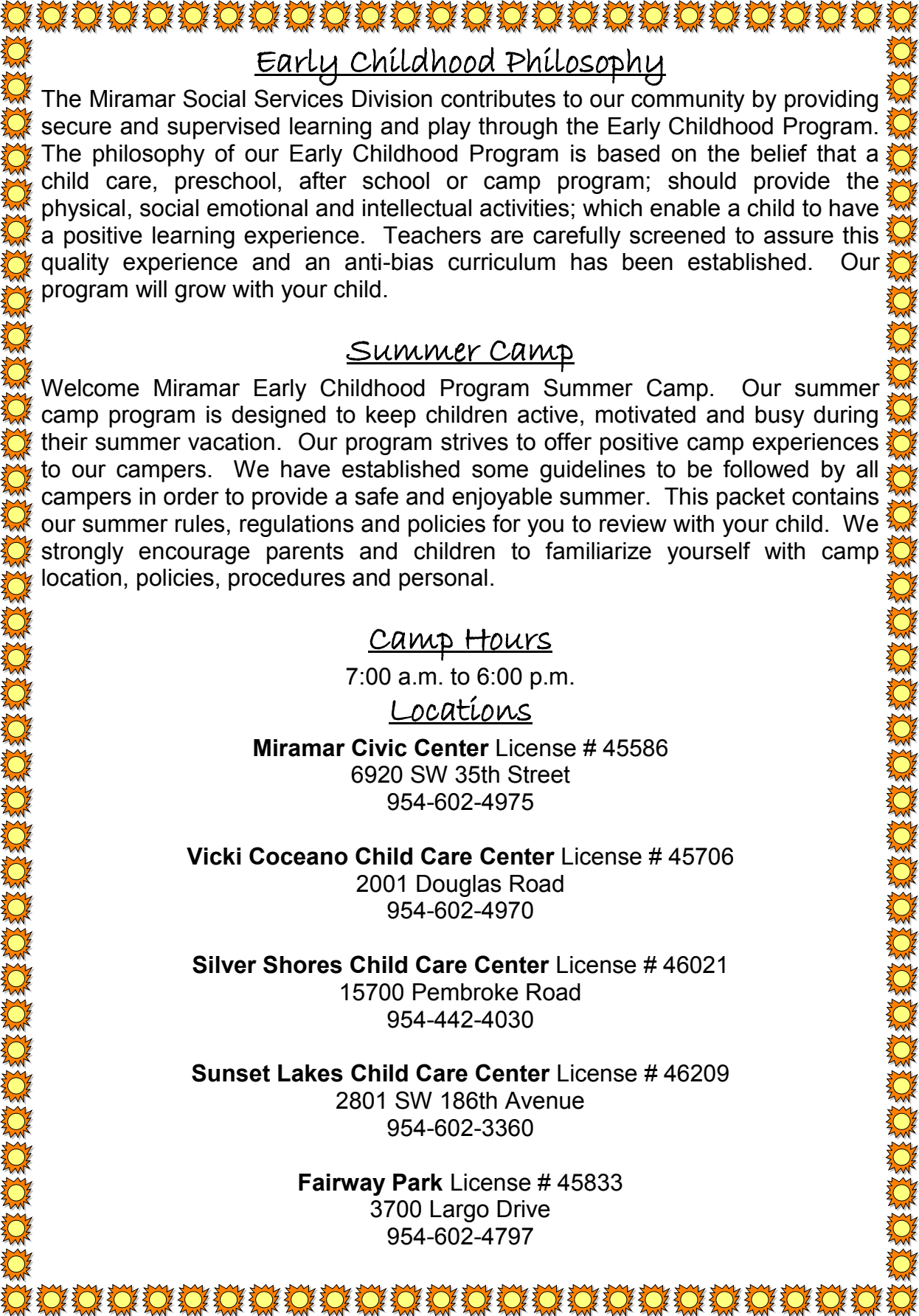


Miramar Early Childhood Summer Camp Program 2011 Parent Handbook

Summer Camp Parent Packet Contains

- ☺ Know your Child Care Center Brochure
- ☺ Influenza Virus Brochure
- ☺ Introduction & Camp Information
- ☺ Daily Schedule
- ☺ Discipline Policy
- ☺ Field Trip Authorization
- ☺ Alternate Nutrition Plan-Parent Copy





Early Childhood Philosophy

The Miramar Social Services Division contributes to our community by providing secure and supervised learning and play through the Early Childhood Program. The philosophy of our Early Childhood Program is based on the belief that a child care, preschool, after school or camp program; should provide the physical, social emotional and intellectual activities; which enable a child to have a positive learning experience. Teachers are carefully screened to assure this quality experience and an anti-bias curriculum has been established. Our program will grow with your child.

Summer Camp

Welcome Miramar Early Childhood Program Summer Camp. Our summer camp program is designed to keep children active, motivated and busy during their summer vacation. Our program strives to offer positive camp experiences to our campers. We have established some guidelines to be followed by all campers in order to provide a safe and enjoyable summer. This packet contains our summer rules, regulations and policies for you to review with your child. We strongly encourage parents and children to familiarize yourself with camp location, policies, procedures and personal.

Camp Hours

7:00 a.m. to 6:00 p.m.

Locations

Miramar Civic Center License # 45586
6920 SW 35th Street
954-602-4975

Vicki Coceano Child Care Center License # 45706
2001 Douglas Road
954-602-4970

Silver Shores Child Care Center License # 46021
15700 Pembroke Road
954-442-4030

Sunset Lakes Child Care Center License # 46209
2801 SW 186th Avenue
954-602-3360

Fairway Park License # 45833
3700 Largo Drive
954-602-4797

Camp Information

Camp Ages: All campers must have completed kindergarten to enroll in the school age summer camp program. Children must have turned age 5 prior to September 1, 2010. Please ask about availability in our preschool programs for children that do not meet the age requirements for camp.

Miramar Child Care Center: Completed Grade K to 5th grade

Sunset Lakes Child Care Center: Completed Grade K to 5th grade

Coceano Child Care Center: Completed Grade K to 5th grade

Silver Shores Child Care Center: Completed Grade K to 5th grade

Fairway Park Completed Grade K to 5th grade

NOTE

Children that are age five are required to wear a seat belt when transported. If for any reason a seat belt is unavailable, your child will remain in the care of our preschool program.

Meals: A nutritional breakfast, lunch and afternoon snack will be provided daily.

Medication: No prescription medication shall be given by personnel without the signed permission of the parent or guardian completed on Family Services Form #5. Please see the Center Supervisor for the proper form.

Illness: Any child who has a communicable or infectious disease or who develops a fever or other signs and symptoms which include, but are not limited to, any of the following: severe coughing, difficult or rapid breathing, stiff neck, diarrhea, temperature of one hundred degrees Fahrenheit or higher, (pink eye) conjunctivitis, untreated infection, skin rash/infection and or any other signs or symptoms of illness must be removed from the facility. Such children shall not return to the facility until the signs and symptoms are no longer present and the child feels well enough to participate in daily activities.

First Aid: If your child has a minor injury (ie: cut, scratch, ant bite), we will only apply ice, water, and/or band aid. If a more serious injury occurs that demands attention you will be notified immediately. Fire/Rescue will be called if necessary.



FLORIDA ADMINISTRATIVE CODE CHILD CARE STANDARDS

Pursuant to Chapter 386, F.S., smoking is prohibited within the child care facility, all outdoor areas, during field trips, and in vehicles when being used to transport children. Owners/operators are to notify custodial parents and legal guardians, in writing, that smoking is prohibited on the premises of the child care facility.

Camp Information

Discipline: Please refer to the Discipline Policy that is enclosed in this brochure. Violent or sexual behavior will not be tolerated and will result in a camper being immediately suspended from camp. There are no refunds issued for children that are suspended.

Sign In/Out Procedures: Parents must sign their child in and out from camp. Persons permitted to remove the child must be able to show a picture ID and know the child's password. Parents that allow their child to sign themselves out from camp must provide a written notice to the Center Supervisor with the times & dates the child is allowed to sign out from the program.

In the event someone else, other than the persons indicated on your child's registration Form, will be picking up your child, they must have the following: 1- Picture ID 2- Child's password. Your child's password was indicated by you on the enrollment form at registration. There will be no exceptions. Please call the office ahead of time and give them the name of the person picking up your child, so they can verify the identification. This procedure is for the protection of your child.

Late Pick: Our program and facilities close promptly at 6:00 p.m. We do not have extended hours beyond 6:00 p.m. Please be prompt & allow yourself time to pick up your child from the program by 6:00 p.m. In case of an emergency, please call the center to let them know you are going to be late. The following procedures will be in effect if your child is left after 6 p.m.: 1-Parent or Guardian will be called at home and work. 2- Emergency phone number from the #1 card will be called. 3-If no authorized person can be reached by 7 p.m., we will notify the police department that your child has not been picked up. If your child is not picked up on time, you will be asked to fill out a late pick up form. Upon completion of 3 late forms your child will be suspended from the program.

Swim Days: On swim days campers will need to wear their swim suit to camp. Campers will be leaving in the AM to go swimming. Bring: towel, sunscreen and a change of clothes. Campers can change when they return to the center from the pool. Sunscreen is the responsibility of the camper to bring and apply. We do not provide sunscreen for your child.

Transportation: Children will be transported by Broward County School Board Transportation buses for weekly field trips. Children that are the age of five are required to wear a seat belt when transported. If for any reason a seat belt is unavailable, your child will remain in the care of our preschool program.

Movies: Movies that are shown will be rated PG13, PG or G.

Camp Information

Field Trips: Campers must be at the camp location when the bus leaves for a field trip. Campers may not be dropped off or picked up from field trips. All campers must go on the bus and return on the bus from field trips. This is to insure the safety of your child and others.

Clothing: Remember the summer months are very hot! Campers should wear clothes that are cool and comfortable. For the safety of your child, sneakers must be worn at all times, no sandals please. Hats are allowed.

Camp Shirts: Campers will receive a camp t-shirt their first week of attending camp. For the safety of your child, campers must wear their camp t-shirt on field trip days. Wearing the camp t-shirt assists staff to identify children. Additional shirts may be purchased for \$8.00 each.

Money: Please use discretion when sending money or other valuable items to camp. Campers can bring money for vending machines and/or field trips. Campers are responsible for their belongings. Counselors will not hold and/or distribute items or money to campers.

Toys & Valuables: Please keep toys or valuables at home. The camp provides children with the necessary supplies for daily activities. Save those special items to share with your friends on show & tell days or special activity days. Campers are responsible for their belongings.

Birthdays: If you would like to send in special treats for your child's birthday, please speak with the supervisor to make special arrangements. All items brought in to the center must be purchased from a store and in their original container. Sorry, but homemade goodies are not allowed.

Sunscreen & Water bottles: The sun is very strong during the summer months, sunburns and dehydration are always a concern. To help prevent sunburn apply sunscreen to all exposed areas before coming to camp, reapply as needed. Bring an insulated water bottle with water or sports drink daily. Campers can bring them with them for outside activities.

Programs

The City of Miramar Early Childhood Program offers a variety of programs throughout the year. Join us year round for exciting activities!

Preschool, After-school,
Spring & Winter Camp, Teacher Planning Day Camp

Daily Camp Schedule

7:00 to 8:45	Arrival, Table Toys & Games, Self Directed Activities
8:45 to 9:15	Clean Up, Attendance, Morning Announcements
9:15 to 9:30	Morning Snack
9:30 to 12:00	Scheduled Activities Indoor & Outdoor Games, Arts & Crafts, Specials
12:00 to 1:00	Lunch Time
1:00-3:00	Scheduled Activities Indoor & Outdoor Games, Arts & Crafts, Specials
3:00-3:30	Snack Time
3:30 to 4:30	Scheduled Activities Indoor & Outdoor Games, Arts & Crafts, Specials
4:30 to 5:00	Afternoon Announcements & Group Game
5:00 to 5:30	Table Toys & Games, Self Directed Activities
5:30 to 6:00	Clean up & Showtime
6:00	CENTER IS CLOSED

This is an outline of our basic daily schedule for camp. Times and activities may vary. Please refer to your weekly camp schedule for detailed information regarding field trips, swimming and daily activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Caregivers

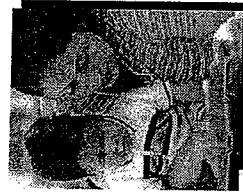
- ✓ Are friendly and eager to care for children.
- ✓ Accept family cultural and ethnic differences.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ✓ Allow children to play alone or in small groups.
- ✓ Are attentive to and interact with the children.
- ✓ Provide stimulating, interesting, and educational activities.
- ✓ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ✓ Communicate with parents.

Quality Environments

- ✓ Are clean, safe, inviting, comfortable, and child-friendly.
- ✓ Provide easy access to age-appropriate toys.
- ✓ Display children's activities and creations.
- ✓ Provide a safe and secure environment that fosters the growing independence of all children.

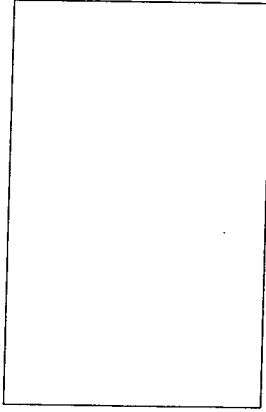
Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ✓ Include exercise and coordination development.
- ✓ Include free play and organized activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem-solve.



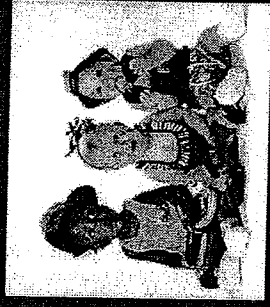
To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:



CF/PI 175-24, 7/2005

This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.3125(5), F.S.



Know Your Child Care Facility



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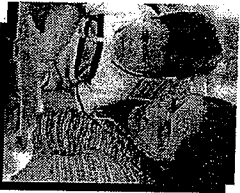
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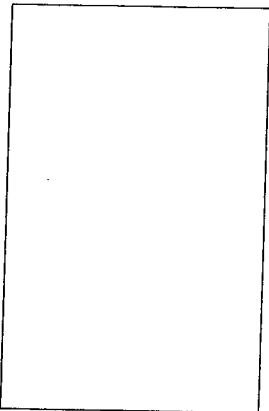
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**Know
Your
Child
Care
Facility**

FLORIDA DEPARTMENT OF
**CHILDREN
& FAMILIES**

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

**CITY OF MIRAMAR
RULES OF CONDUCT / DISCIPLINE POLICY**

Children of all ages in the city program are disciplined in the same manner. The following policy will govern the types of discipline to be administered in the event a child becomes unruly or his/her actions interfere with the classroom or outdoor functions of the program.

1. A child may be disciplined by sitting out of the activity for a short period of time.
2. A child shall not be subjected to severe, humiliating or frightening discipline.
3. Discipline shall not be associated with food, rest or toileting.
4. A discipline record shall be kept on file in the office for any major or constantly recurring problem.
5. If necessary, the problem shall be discussed with the parents.
6. Spanking or any form of physical punishment is prohibited.
7. If a child becomes a problem to the point of considering dismissing the child from the program, the following procedures shall be implemented:
 - a. Meeting with the parent(s) and discuss the reason for considering dismissal.
 - b. Explore all avenues for positive corrective action.
 - c. Allow a probation period for corrective action.
 - d. Dismissal action should be taken only as a last resort.
 - e. Parent(s) shall be given a written notification of the reason(s) for dismissal.
8. Weapons
 - a. Under no time is it appropriate for any child to possess or bring any weapon of any kind into a program facility.
 - b. Possession of a weapon shall be defined as knowingly, intentionally, deliberately, or inadvertently (without meaning to do it) bringing a weapon onto City property, program facilities, or any program sponsored activity.
 - c. Parents are to be immediately notified and the child placed under constant supervision from the site supervisor, or designee.
 - d. Disciplinary action up to and including expulsion from any and all City run child care programs may be taken.
9. Policy and Procedures
 - a. The City of Miramar reserves the right to dismiss any participant or family who does not comply with the policies and procedures of the Early Childhood Program.

Parent _____ Date _____

Site Supervisor _____ Date _____

Miramar
 Early Childhood
 Summer Camp Program
 Authorization for Field Trips

Trip Date	<u>Destination / Field Trip</u>	<u>Pick Up & Return Times</u>
<u>Week Three</u>		
30-Jun	Seminole, 5716 Seminole Way, Hollywood	12 p.m. to 4 p.m.
<u>Week Four</u>		
7-Jul	Sparez Davie, 5325 S University Drive, Davie	12 p.m. to 4 p.m.
<u>Week Five</u>		
14-Jul	Carnival Fun Station, Ft Lauderdale War Memorial Auditorium, 800 NE 8th Street, Fort Lauderdale	12 p.m. to 4 p.m.
<u>Week Seven</u>		
9-Jul	Fariway Community Park 3700 Largo Drive , Miramar	TBA
<u>Week Nine</u>		
1-Aug	IGFA Fishing Museum, 300 Gulf Stream Way, Dania Beach	12:30 p.m. to 4:30 p.m.
I/We, the undersigned, hereby grant my child, _____ permission to travel to and/or participate in the above field trips and related activities. READ, UNDERSTOOD & AGREED TO:		
Parent's Signature		Date

