



IMAGINE CHANCELLOR

SUMMER CAMP POLICIES & PROCEDURES
STUDENT / PARENT HANDBOOK
2025



Camp Goals

- Provide opportunities for self-exploration and creative expression
- Build self-confidence in campers
- Foster the development of friendships
- Encourage constructive problem solving and conflict resolution
- Promote new skills and development

Holiday Schedule

There will be no camp on Thursday, June 19, 2025 and Friday, July 4, 2025 in observance of holidays.

Breakfast/Lunch/Snacks

Imagine Chancellor participates in the Palm Beach County School District summer program, which provides breakfast and lunch for each camper free of charge. Water bottles may be refilled throughout the day. Each camp group will create a snack calendar, and camp counselors will inform you.

Summer Camp Staff

Imagine Chancellor's summer camp staff consists of qualified and caring individuals, including college students and school teachers. All applicants must pass a criminal history check before being employed. Once hired, all staff complete pre-camp preparation, including reporting child abuse, camper supervision, and discipline. There are people on staff who are First Aid/CPR certified.

Communication

Our staff appreciates you keeping us informed of your child's special needs or any transitions in the home life. This helps the staff remain sensitive to your child's needs. Should you have a question or concern, please reach out to staff via phone immediately. Guardians should receive an email prior to camp for specific instructions regarding the start of camp. Staff will use contact information provided on the registration forms. To update registration forms, visit the front desk.

Refund Policy

In unusual situations (camper/family is relocating, has an illness, becomes physically unable to continue the program, etc.) when a refund is requested for services that have been paid in advance, the balance of the remaining value may be refunded upon request.

Behavior-related dismissal from summer camp is not eligible for refunds.

Illness

Due to the community nature of camp, it is vital that campers share only experiences (not illnesses). Guardians are directed to not send their child to camp under the following conditions:

- Child has a fever of 100° or greater - Child should stay home until there is no fever for 24 hours and no medicine has been given for fever for 24 hours.
- Child has vomited in the past 24 hours - Child should stay home until they have not vomited for 24 hours.
- Child has diarrhea – Child should stay home if they have any condition that requires them to make frequent “emergency” trips to the bathroom.
- Child has pain – Child should stay home if they are experiencing pain such as earache, sore throat, or stomach ache.
- Child has a rash – Child should stay home if they have a rash, as this is sometimes a symptom of a contagious illness or may be contagious in and of itself.
- Child is contagious – Child should stay home if they have an illness that is contagious to other children (or exhibit animals): Chickenpox, Covid, Flu, Head Lice, Measles, Mumps, Pinkeye, Pinworms, Ringworm, Strep, etc.

A camper who experiences any of the listed conditions during the camp day, or is suspected of having a contagious or infectious disease, will be removed from program activities. The guardian will be notified and instructed to pick up the camper immediately. If the condition is infectious, the camper may reenter programming only by providing a doctor’s note which clears them to return to camp.

Medication

Procedures for administering medication:

If child has any allergies (i.e., food, medications, etc.) or dietary restrictions, please indicate such during registration or advise staff in writing immediately.

All medication should be administered at home whenever possible. If it is necessary for your child to take prescribed medication during program hours, a Medical Authorization Form must be completed in full by a physician and signed by a guardian. In most cases, the camper, per physician statement, will administer all medications under adult supervision.

Staff will not knowingly allow anyone to take prescription or over-the-counter medication during program hours without guardian and/or physician’s authorization.

After staff receives the appropriate authorizations, they will store the medication in a secured area that is accessible only by authorized personnel. Guardian is expected to deliver medication to the camp director.

No over-the-counter drugs (e.g. Benadryl, Tylenol, cough medicines) will be administered unless authorized through a Medical Authorization Form.

Medication and measuring utensils must be in its original pharmaceutical container and labeled with the child’s name, medication dosage, and schedule.

If there is a change to the dosage, medication, or conditions under which the child is to take the medication, a new Medical Authorization Form must be submitted.

Emergencies

Camp has personnel trained in CPR and Basic First Aid. Scrapes and scratches that require first-aid will be treated and reported to the guardian at the end of the day.

If a major or life-threatening injury or accident occurs during scheduled program hours, the following procedures will be in effect:

- 911 will be called immediately.
- Guardian will be notified by phone number used during registration.
- Based on the professional decision of the medical unit, the child may be transported to the closest medical facility for immediate care, or the medical unit may advise the guardian or program staff how to treat or care for the child.

Attendance & Tardiness

Campers should arrive at camp on time or no later than 9:00 A.M. unless prior notice to the front office is given. If a field trip is leaving early in the morning, campers need to arrive on time. If campers have not reported by 9:00 A.M., they will not be permitted to go on the field trip. Staff needs to report correct numbers for the trips as well as campers getting their lunch and preparing to leave.

Refunds will not be issued if your child is tardy or absent on a field trip day.

Sign-In/Sign-Out Procedures

Once camp begins, each counselor will confirm their campers are accounted for and take attendance.

Campers entering into Kindergarten must have a guardian walk them into the front office to sign them in. Counselors in Training (CITs) will be available to escort campers to their room. At pickup, guardians are to remain in their cars, and campers will be escorted to the vehicle.

Campers cannot be dropped off at the facility more than 15 minutes before the start of camp unless they are registered for before care.

For early release, guardians are expected to complete the sign-out procedures in the front office. Identification may be required as a safety precaution.

Only individuals listed in the Authorization for Pick Up section may pick up campers. Guardians may add an individual by notifying staff via phone or note. If staff is not notified before dismissal, the child will not be allowed to leave the program until staff communicates with the guardian. Please note this procedure is imperative for the safety and security of each child.

Staff must be notified prior to dismissal if an Uber and Lyft driver is coming to pick up your child. Staff must also be notified of the license plate to ensure the correct driver is here for your child.

Extended Care Services - Before/After Care

Imagine Chancellor offers guardians the opportunity to drop off their child early (7:15-8:15 am) and/or pick up their child after camp ends (4:00-6:00 pm) for an additional fee.

Late Pick-Up Policy

Children must be picked up within fifteen (15) minutes of the end of the camp day. Any child remaining beyond that time must be enrolled in the after care program. If a child is picked up past the designated departure time, a fee of \$10.00 will be assessed for every fifteen (15) minutes beyond designated departure time and must be paid before the child can attend the next camp day.

If this policy is violated three (3) times, whether a late fee was assessed or not, you may be asked to find an alternative program for your child, and no camp fee refunds will be given.

Clothing & Personal Belongings

Campers should be dressed in age-appropriate clothing suitable for the camp day. Camp is a place to occasionally get messy, so dress your child accordingly for their camp activities, which take place primarily inside or outside. Sandals, flip-flops, Crocs-type clogs, or open-toed shoes are not permitted unless on water days or a specified field trip/activity. Closed-toe shoes should be worn at all times and heeled shoes are not permitted. Your child may not be allowed to participate in activities without the proper footwear.

Proper swim attire that is age appropriate and fit properly is required. Children needing flotation devices will be issued life jackets.

If sending personal items, staff is not responsible for any misplaced, damaged, or stolen items. Please label all of your child's belongings.

Progressive Discipline

Should the behavior of a camper need to be corrected, Imagine Chancellor staff will utilize progressive discipline in most situations concerning behavior in violation of policies. A verbal warning will be given and continued unacceptable behavior will be followed by a "time out." Field trips may also be taken away for unacceptable behavior. Should behavior be egregious enough, a guardian conference will be required before the child can return to camp activities. Serious behavioral issues may result in suspension or expulsion from the camp program following the guardian conference.

Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

To be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Those 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 engaging in name-calling, insulting others, making threats, spreading rumors, attacking someone physically or verbally, or excluding someone from a group on purpose.

Camper Behavior Expectations

In order to maintain a friendly, fun and safe environment in our summer program, we have adopted the following rules regarding behavior management of campers. These rules ensure that each camper will achieve the most positive experience possible from their time at summer camp. Please review these rules with your child prior to their participation in the camp program.

Participants Will:

- Show respect and consideration for other campers and staff by following instructions and communicating positively.
- Respect equipment, facilities, personal belongings, and camp supplies.
- Participate in activities.
- Independently feed themselves, use the restroom, and dress/ change into swimsuits without assistance.

Participants Will Not:

- Use force, intimidation, violence, or other negative behavior, or engage in bullying behavior.
- Bully others in any way.
- Use inappropriate language or name-calling.
- Destroy supplies or property.
- Bring inappropriate items to the program