Policies and Procedures/General Information

Activities
Summer Camps at Carrollton are typically divided into activity periods. Campers are escorted to each activity by their Camp Counselor based on a rotational schedule. Counselors will stay with their assigned group for the entire day and rotate to each activity period grouped predominantly by age. Activities for campers in grades 2nd through 6th grade are based on student/parent selections at the time of registration.

Attendance
Attendance is important at camp. Please be sure to call 305-446-5673, extension 2340 or email the camp office at cmarroquin@carrollton.org if your child will be absent. There will be no credit given or rescheduling for absences.

Behavior
When a camper does not observe the expected guidelines, the Summer Camp Office Staff will discuss an appropriate plan of action with the camper that may include a Verbal warning from Counselors. If behavior continues, parents are notified of the situation and problem-solving ideas are discussed.

It is important that you discuss the following with your children prior to the start of camp:
- Respecting Carrollton Summer staff, equipment, facility, and rules
- Respecting other campers and themselves
- Keep hands, feet, and other body parts to yourself
- Stay with your group or instructor at all times
- Cooperate during games, free time, crafts, etc.
- Follow directions
- Using appropriate language

Disruptive/defiant behavior will be appropriately disciplined. Constant behavior problems may result in removal of camp activities and/or parents being called to pick up child.

Camp Ratios and Groupings
Camper to staff ratios for campers at Camp Carrollton are approximately (15:2). Our goal is to provide a quality program for all children. If your child requires special arrangements, please contact the Camp Director to discuss your child’s needs, helping us to foster the best possible experience for your child. Grouping is done at the discretion of the Camp Counselors and Directors. Grouping is done predominantly by age.

Clothing
A camp T-Shirt, Bag and Water Bottle will be given to each student as a gift the first week of camp (excludes Summer Scholars Program). Carrollton Campers are encouraged to wear casual clothes to camp. A bathing suit should be worn underneath their clothing in order to be ready for the swimming lesson of the day. Insect and sunscreen should be applied in the morning prior to camp drop off. If you would like us to assist with re-application throughout the day, please include the items in the campers’ bag. Please pack additional clothing for after swimming class. Campers are also encouraged to wear sneakers to camp. Sandals/flip-flops are not allowed. Please mark your child’s name on all belongings. Carrollton is not responsible for items lost or broken at camp. Cell phones and similar items are prohibited at camp.

Drop-off and Pick-up Procedures
If you are unable to pick up your child by the end of camp, you will be charged a late fee of $15 per hour.
If you are late in dropping your children off, it is your responsibility to walk them to the Summer Camp Office. We will have staff available to walk them to the appropriate area.
If you plan to pick your children up from camp earlier than the ending time, you (or another adult you have authorized to pick up your child) must come to the Summer Camp Office and sign them out for the day.

Extended Day
Optional Extended Day Care is available from 3:30 pm to 5:00 pm for $150.00 a week for those campers enrolled in a full-day camp program. Extended Care service must be paid in advance along with camp tuition.

Field Trips
Carrollton does not participate in any off-campus or field trip activities.

Hours of Operation
Camp sessions are scheduled Monday through Friday from 8:30 am to 3:30 pm. Some programs are half day programs from 9:00 am-12:15 pm or 12:30 to 3:30 pm. Supervised camper drop-off for students begins at 8:15 am in-front the Wellness Center on the Duchesne Campus at 3645 Main Highway and goes until camp begins at 8:30 am. Pick up is scheduled between 12:15 pm and 12:30 pm for half day programs at the same location and 3:30 pm to 3:45 pm for full day programs at the same location.
Illness/Medication
Please do not send your child to camp with any of the following symptoms:
- Temperature over 99.9 degrees
- Cold
- Unknown rashes
- Sore throat
- Cough
- Earache
- Diarrhea
- Vomiting
- Eye irritations
- Other communicable diseases

All prescription medication must be brought to the Camp Director with a Medication Authorization signed by parent and physician. All medicine must be brought in its original labeled container with the child’s name and dosage clearly marked. Medication will be given by the Camp Nurse at the prescribed time. Carrollton is permitted to administer the following medications, if given parent approval on the Summer Camp registration form online, when needed for care of minor health issues during camp hours: Tylenol, Mydol, Advil/Motrin, Anti-Itch Cream, Tums/Antacid, Antibacterial Ointment, Benadryl.

Lunch/Snacks
Snacks are provided daily by our Summer Camp. You are also welcome to pack a snack for your child. Students may elect to bring in their lunch or purchase lunch as an option during registration. The lunch program online will include a fee and will be provided for the entire week of camp.

Open House/Pre-Camp Meeting
Our Open House/Pre-Camp Meeting for all programs (including our partner camps) will be held prior to the start of the camp session during the month of May. An email invitation will be sent in advance. This is a great opportunity to meet Camp Counselors, learn about all our programs, tour the facilities and ask questions. Games and activities, as well as refreshments will be provided to all those that attend.

Photo Acknowledgement
We have a dynamic and interactive website and we would like your permission to use photographs that might include your child’s image. Please note that campers’ names will never be attached to photos and that the images will only be used on our website or in Carrollton Summer Camp publications. If you do not want us to use your child’s image on the Carrollton website and any Carrollton media, please notify the Carrollton Summer Programs Office in writing.

Program Highlights
A variety of recreational arts, sports and leisure activities are taught in our Camp @ Carrollton. Groups in grades PK3-1 are all-girls. Groups in grades 2-6 are co-educational. Activities may include: art, dance, basketball, soccer, tennis, etc.

Quality of Services
It is always our intention to offer the best quality of services we can at Carrollton. If you are at all disappointed with the quality of any aspect of our program, please discuss your concerns with the Camp Director. We can only improve with your helpful feedback.

Registration
All camp registration forms and fees must be completed online. We will not accept walk-ins or mailed forms. Online registrations will be processed in the order they were received. Registration confirmation will be sent via email upon receipt of registration and full payment. Registrations may be cancelled via email (cmarroquin@carrollton.org) up to one week before the start of the session. A $75 cancellation fee will be deducted from your total refund. Registration Deadlines: Registration closes 3 business days before a camp session begins. There are no refunds for absences. We do not pro-rate weeks based on camper availability.

Scholars Program
Further information regarding the Scholars Program will be sent one week prior to the course starting.

Summer Camp Health and Emergency Form
All children must have a Carrollton Health and Emergency Form filled out prior to the first day of camp. Children will not be accepted into camp without this important information. In addition to this form, every child registered for camp must have on file their immunization forms (DH680) and (DH3040) from the Florida Health Department. If you are local to South Florida or live in the United States, you can obtain these forms (DH680) and (DH3040) through your pediatrician’s office. If you are visiting us from abroad, please have this information transcribed to a Florida Immunization form by the first day of camp. You can have the forms transcribed by the Florida Health Department (786-845-0550) or by taking your health records to a local CVS MinuteClinic.

Visitor Policy
Parent support is critical to the success of the program. Parents are welcome to visit their child’s program. However, visitors will be allowed only with prior permission and consideration from the Director. Visitors will be required to sign in on the visitors’ log located at the Camp Office and show identification.

Welcome Packets
Our Welcome packets for our Carrollton Camp Programs will be sent via email one week prior to the beginning of camp, once your registration is processed. This packet will include additional information for you and your camper.

Questions regarding Carrollton’s Summer Program should be addressed to Denise Perdomo del Valle, Director of Summer Programs. For more information, call 305-446-5673 ext. 2340 or email cmarroquin@carrollton.org.