

OWAISSA BAUER SUMMER CAMP



MIAMI-DADE PARKS

CAMP OWAISSA BAUER

SUMMER CAMP

Handbook for Parents



OWAISSA BAUER SUMMER CAMP



OUR PHILOSOPHY AND GOALS

Camp Owaissa Bauer (Camp OB for short) offers children the opportunity to experience and participate in a wide-variety of activities in a safe, supervised, and well organized setting. All camp activities are designed to help children:

1. **Become** stewards of our natural resources.
2. **Develop** skills and knowledge in leisure activities including sports, crafts, games and nature.
3. **Acquire** social skills and respect for others.
4. **Foster** positive self-image.
5. **Encourage** and celebrate fun

Camp Owaissa Bauer is part of the Miami-Dade Parks, Recreation and Open Spaces Department. It offers special activity areas for large groups and a natural area facility that includes 110 acres of rock, pine, tropical and hardwood hammock. For more information on renting Camp OB for your special occasion, stop by or call 305-247-6016.

We are looking forward to an exciting, adventurous, and safe summer. Should you have any questions/concerns that not addressed in this book, contact Campsite Facility Manager Tonya Nimark at 305-247-6016 or Tonya.Nimark@miamidade.gov

Camp Owaissa Bauer 17001 SW 264th Street, Homestead, Fl. 33031



OWAISSA BAUER SUMMER CAMP



PROGRAM FEES AND HOURS

Camper & LIT's (Leaders in Training) Program Fees

- Registration Fee: \$15, non-refundable, annually per camper.
- Tuition: \$125 weekly per camper.
- Deposit: 25% of weekly total
- Early Bird Drop Off: \$10/week/camper
- Late Pick Up: \$10/week/camper

Sibling tuition: 10% OFF weekly

Returned Checks: Returned checks will be considered nonpayment. Patrons who pay for services with checks that are returned due to insufficient funds or closed accounts will be charged \$30 service fee and will not be allowed to enroll in any programs until the amount of check plus the \$30 Service fee have been paid in full.

Hours of Operation

Early Bird Drop Off: 7:30 am – 8 am
Drop Off: 8 am - 8:30 am
Camp Runs: 8:30 am - 4:30 pm
Pick Up: 4:30 pm – 5 pm
Extended Care: 5 - 6 pm

Camp OB Water Bottle

All campers will receive one Camp OB water bottle on their first day of camp.

REMINDER: SAVE YOUR RECEIPTS! Camp Owaissa Bauer does not issue end-of-year statements, or reprint receipts. Child Care Federal Tax ID number is: 59-6000573.

Absenteeism

No credit will be given when a camper is absent or suspended. The deposit does not carry over to another week.

REGISTRATION AND PAYMENTS

Initial Registration/Deposits

Initial registration is processed through online registration at:

<https://www.miamidadeparks.com/FL/miami-dade-county-parks-recreation/catalog>

You can register in advance for all weeks by paying in full for each week, or by paying for the first week in full and placing a 25% nonrefundable/non-transferable deposit on weeks of your choice.



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Deposits

Deposits are an easy way to secure your child's spot, provided the remaining balance is paid on or before the Wednesday, prior to the week attending. For example: If registered for week 2 - June 20 - 24, your remaining balance is due by Wednesday, June 15, by 6 pm. At this time, deposits are NOT available online. Deposits must be paid through the camp office. Deposits are only available after you have opened an account through the Miami Dade website and paid in FULL for your first week. Deposits are non-refundable and non-transferable.

Weekly Payments

If a camper is enrolled with a deposit for a particular week(s), a payment of the remaining balance must be made to complete the registration and maintain their spot. Payment is required on or before the Wednesday prior to each week the camper is scheduled to participate.

Late Payment

Late payments result in a loss of deposit and spot for that week. Your camper will be placed at the end of the waitlist. Waitlist will be called beginning at 9 am on Thursday mornings. If space becomes available, a full weekly payment is required. Deposits are non-refundable/non-transferable.

If registering online, all required paperwork must be completed and returned to the Camp Office prior to the start of camp.

Refund Policy

Amounts paid for any week in excess of the deposit may be refunded, if requested in writing seven (7) days prior to the child's attendance. No refund is given after the start of the camp week.

Forms of Payment

Acceptable forms of payment include: cash, check, Visa, MasterCard, Discover, or AMEX. We cannot hold any weeks or availability without appropriate payment.

Registration Forms

All required registration forms must be completed and submitted prior to the start of camp.

- Registration/Emergency Contact Form
- Authorization for Medical Treatment
- Photo Release
- Parent Handbook Acknowledgement



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REGISTRATION

Registration and Special Needs

It is the policy of Miami-Dade Parks, Recreation and Open Spaces Department to comply with the Americans with Disabilities Act. When a child with a disability registers for a program, an Inclusion Interview will be conducted to determine what, if any supports are needed, and to plan for those supports, or to document the reason that the individual will not participate in the program. The Inclusion Interview form shall be completed when any potential participant is identified as having a disability before, during or after the registration process. The interview will be completed by the Camp Manager or his/her designee, which shall be an employee at Recreation Specialist level or above. The interview shall take place in an environment which allows for privacy and confidentiality. The employee conducting the interview shall add to the form any information that is of benefit to the inclusion process, whether there is a question relating to that issue or not. No participant with a disability shall be discharged from the program without a completed Inclusion Interview on file. The completed form shall be kept with the registration form and utilized by field staff. The camp manager is responsible to assure that the Interview and inclusion information is provided to all pertinent staff in a timely manner, so they may carry out the inclusion plan appropriately. If, as a result of the Interview, the camp manager determines that the individual with the disability will not participate in the program, the reason(s) for the decision will be clearly documented on the interview form and kept on file for future reference. A copy of all Inclusion Interviews will be sent to the Disability Services administrative offices.



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PROCEDURES

Early Bird Drop Off

7:30 – 8 am

\$10 weekly fee/per camper

For safety reasons, campers are absolutely not to be dropped off before 7:30 am. Prior to 7:30 am there is limited staff who are not available. Campers will be participating in station activities until 8am.

You must pre-register for early bird drop off to ensure that the proper counselor to camper ratio is followed. *If you are not enrolled in early drop off, you may not drop off until 8am.*

Camp Drop Off

8 - 8:30 am

Opening Camp Ceremonies begin at 8:30 am. All camp activities begin at 9 am. If you arrive after 9 am you will need to park in the first circle at a parking slot, remain in your car and call the office (305-247-6016) to sign in your camper. A camp leader will come to your car and walk your child to their group. There will be no camp admittance after 10am.

Touchless Sign-In

For your convenience, we offer a drive-up service. Please follow the traffic signage/cones to the dining hall for signing in/out. Please remain in your car for drop off and pick up. This means that you will be required to stay in your car when dropping off and picking up your camper.

Once signed in your camper will join their group for low key activities until opening ceremonies. If you need to make a payments, complete a form, speak with a supervisor, etc. please call the office after 8am for assistance (305-247-6016)



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PROCEDURES

Pick Up and Touchless Sign-out

Pick Up 4:30 – 5 pm

Extended Care 5 – 6 pm

\$10 weekly fee/per camper

Touchless Sign-out

Prior to the first day, parents must complete the registration packet. On the registration form it allows you to authorize individuals to pick up your camper. Only those individuals authorized on the form will be permitted to pick up your camper. All parents, guardians and authorized individuals MUST submit an enlarged copy of their photo ID with their registration form. All copies will be kept on file at Camp OB, there are no exceptions! Due to "Touchless" sign in/out we will no longer be checking a physical ID at your car but will be verifying the individual through your registration form and copy of ID. Please type or write the campers first and last name on a large bright colored paper AND the name of the person picking up under the camper's name and place on your dashboard. Each authorized person must have a placard on their dash. This allows us to call for your camper, check your registration form and verify with the copied ID. Leader will then sign out your camper and note the time of departure. If a parent would like to add and/or delete any authorized individuals on the registration form, Camp OB requires that all changes be completed in writing and a new form be completed. We will not accept verbal pick up authorizations.

Early Dismissal

If you need to sign your child out prior to 4 pm, you will need to provide a note or call the office to prearrange. Please remember, campers will be in activities throughout the camp (110 acres) and early pick up will take a little longer. Please plan accordingly. Once you have prearranged your early pickup, please park in the first circle in a designated slot, call the office to notify us of arrival and a leader will escort your camper to you once we have verified authorization.

There is NO early dismissal after 4pm. Leaders are busy getting campers ready for dismissal, gathering personal belongings and participating in closing ceremonies.

Beginning at 4:30 pm to 5pm, we will begin curbside service pick up/sign out. A camp supervisor will be at the curbside to call for campers and verify authorized individuals for pickup. Please have your placard on your dash! Reminder: You will not be allowed to leave your car.

Late Pickup Fees

Campers who have not been picked up by 5pm will be registered into extended care, weekly fee is \$10.

Extended Care

\$10 weekly fee/per camper

5-6pm

Campers must preregister for extended care to ensure that the proper counselor to camper ratio is followed. Campers not picked up from extended care by 6:00 pm will result in a late fee. All late fees must be paid at that time. Late fee is \$5 for every 15 minutes. If you are running late, please call the camp office at 305-247-6016.



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PROCEDURES

Dress Code

Campers should dress cool and comfortable! Remember, your child is at camp to have fun, learn and play. Please do not send campers in any clothing that cannot get dirty. All campers are to dress appropriately, no halter tops or tube tops allowed, all shorts must be mid-thigh in length and T-shirt slogans must be kid friendly and appropriate. Please make sure to check the camp schedule for any "Dress Up Days."

For safety purposes, "Heelys" (skate shoes), open-toed shoes, heeled shoes and flip flops are not permitted. Sneakers or tennis shoes are strongly recommended. Water shoes are acceptable for water days and pool. If a camper comes to camp in inappropriate foot or clothing attire, a parent or emergency contact will be notified to bring appropriate attire/shoes or to pick up the camper.

Every Day is a Water Day!

Please send your child with:

- Towel
- Bathing Suit
- Sunscreen
- And a change of clothing (optional) in a bag with their name clearly marked.

ALL PERSONAL BELONGINGS MUST BE CLEARLY MARKED WITH CAMPER'S NAME

Hats, bug spray and reusable water bottle are an everyday MUST for Camp

- Please apply sunscreen prior to coming to camp. Campers will be encouraged to reapply throughout the day, so please don't forget the sunscreen!
 - We also recommend sending insect repellent with your child.
- Campers are encouraged to stay hydrated; all campers must bring a reusable water bottle with their name on it to camp each day. Camp OB will have jugs of ice water available so campers can refill as needed.
 - Your children WILL get dirty and wet, so please dress them appropriately.
- Personal belongings (toys, electronics, jewelry, money, phones, etc.) are not needed or allowed in camp. Please keep all personal belongings at home. If brought to camp, they will be collected and given to the parent at pick up.
- Cell phones are not allowed in camp, do not bring them. Camp Owaissa Bauer is not responsible for broken, lost or stolen items.



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IMPORTANT INFORMATION

Camp Calendar

The Summer Camp calendar is available at www.campowaisabauer.com under: Summer Day.

Camp Staff and Groups

Camp OB campers are supervised by highly enthusiastic, fun-loving camp counselors and supervisors. Camp staff is comprised of an awesome mix of teachers, coaches, parents, college/high school students who love adventure, mentoring and the outdoors! For your child's safety and enjoyment, staff is trained in positive child discipline and emergency/safety procedures.

Division of campers into groups varies with program enrollment. Groups are divided either by age or school grade. Campers are divided into groups to maintain age appropriate activities and counselor to camper ratio. Group ratio is 12 campers to 1 leader.

Meals, Snacks and Water Bottles

Meals/snacks are not provided for campers. Please pack a non-perishable lunch and snack for your child. We do not refrigerate or microwave any foods. Please make sure your child's lunch bag is labeled with the camper's name. Ice packs or coolers are recommended. There are no snack /soda vending machines on the premises. In the event a meal is being provided for a special event, advance notice will be given regarding the menu. If for any reason your child does not like what is on the menu, please send a meal with them.

Reusable water bottles are a **must!** All water bottles must have:

- A closed top. Suggestion: Water bottles with a strap helps campers keep up with their water bottle
- The camper's first **and** last name written on the bottle.

Note: Disposable water bottles left at the end of the day will be discarded.

Lost and Found

Please encourage your child to keep track of his/her belongings. The Miami-Dade County Parks, Recreation & Open Spaces Department is not responsible for broken, lost or stolen items. All belongings left at camp will be placed in the lost and found box. Items not claimed after TWO weeks will be donated to a good cause.

Telephone Usage

In case of an emergency, please call the Camp Office. All pick up arrangements should be made at home prior to your child coming to camp. A parent, guardian, or emergency contact will be called if an emergency situation arises, or if your child becomes ill. Cell phones are **NOT** permitted at camp for any reason. All cell phones brought into camp will be held in the office and returned to the parent at pick up. Multiple offenses will result in suspension from program.



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CAMP RULES & REGULATIONS

Camp Rules

Always be with your BUDDY

- Respect Yourself, Others and Camp OB
- Be a Friend, **Be Kind**
- Leave No Trace
- Have FUN!

Camp Regulations

- Safety and health is our #1 priority. Restrooms, water fountains and high touched surface areas are cleaned after every rotation, which is every hour. All shared equipment such as art supplies, tools, shooting equipment, etc. are sanitized between usages.
- Additional hand washing and refillable water stations will be set up in remote areas such as all ranges and outdoor rec area.
- Each group is assigned to a cabin where they will leave their belongings and report to during implicate weather.
- Campers are not permitted to leave their assigned group without a staff member or buddy and must be signed out upon exiting the program.
- Appropriate attire/shoes are required.
- Please do not arrive prior to the start of the program, as no supervision is available until 7:30 am.
- Please remember to update your emergency information and personal information on forms: address, telephone number changes (work, home, emergency, cellular), and individuals authorized to pick up your child.
- At no time will a parent approach another camper should a situation arise. Parents must inform the child's counselor or supervisor if there are any camper issues.
- If an issue arises at camp the Camp Director reserves the right to speak to the alleged camper(s) first and notify parents after.
- Respect property, site, and equipment. Games and equipment are to be cared for and put away after each use.
- At the end of the day, be prompt when picking up your child. If late your camper will be placed in aftercare and fee applied (\$10). A late fee (\$5 every 15 mins) will be applied for extended care.
- Miami-Dade Parks and Camp OB are not responsible for broken, lost, or stolen items. Please leave personal of valuable items (all electronics/cell phones) at home.



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Camp Regulations

- Participants may not bring cellphones, iPods, two-way radios, toys, and electronic devices. All electronics that are brought to camp will be held in the office. Multiple offenses will result in suspension.
- Inappropriate behavior will not be tolerated.
- Disciplinary actions range from a verbal warning to expulsion. Parents will be notified of all developments regarding their child's behavior and of any actions that are taken. All cases of suspension and expulsion will be determined by the Camp Director.
- Please see the Camper Code of Conduct for further information.

Camper Code of Conduct

In order to ensure the safety and enjoyment of all participants, campers are expected to display appropriate behavior at all times. They must accomplish this by showing respect to all other campers and staff, refraining from using inappropriate language and gestures, refraining from causing bodily harm, and showing respect for equipment, supplies and facilities. If inappropriate behavior is observed; preventive, corrective or disciplinary action will be taken.



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INAPPROPRIATE BEHAVIOR AND CONSEQUENCES

Examples of Inappropriate Behavior

- The use of foul, harsh, aggressive, discriminatory or callous language including gestures or actions toward others, including, but not limited to: campers and staff.
- Threatening, harassing or bullying towards another camper or physically striking or injuring another person whether or the action was accidental or not.
- Vandalism or graffiti.
- Threatening or inflicting physical harm or injuries to themselves.
- Careless use of items that belong to the camp or items belonging to another person that could result in damage to property.
- Stealing, under any circumstances, is not tolerated.
- Repeated violations of camp rules or directions from staff.
- Weapons of any kind are not permitted and will result in immediate expulsion. Threats of bringing a weapon is not permitted and will result in disciplinary action up to expulsion.

Steps taken to address inappropriate behavior

MDPROS promote positive behavior and good decision making. Guidelines for behavior management are established to help create a system for dealing with inappropriate and disruptive behavior while at camp.

- 1. Communicate Appropriate Behavior:** A staff member will communicate appropriate behavior to camper. The camper will convey to staff the appropriate behavior required and the consequences of the inappropriate behavior should it continue.
- 2. Quiet Time:** If inappropriate behavior continues, a staff member will have the camper go to a designated personal space area for 5 to 10 minutes prior to rejoining the group. The staff member will reiterate the desired behavior and further consequences should the behavior continue and allow the camper to return to the group.
- 3. Behavior Management Plan:** The Behavior Management Plan is to be filled out when the above steps have been exhausted and negative behavior continues. This plan is to help staff document behavior to better communicate with parent of when and possible why behavior keeps occurring.

The Behavior Plan is not used for behavior in which a child should be immediately terminated from the program. Examples of this behavior would include violence, aggression or illegal activities such as carrying weapons or drugs.



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INAPPROPRIATE BEHAVIOR AND CONSEQUENCES

Procedures for addressing inappropriate behavior

To use this plan effectively, the Behavior Management Plan worksheet should be completed by the camp supervisor during a meeting with the child and his/her parents. During the meeting the camp supervisor will discuss the camper's behavior by stating what occurred, the situations in which these behaviors occurred, what staff did to correct the problem, and how the child has responded up to that point.

4. Suspension: In most cases, the steps listed are used to correct behavior(s). If these steps are unsuccessful, the camper will be suspended from the program.

Suspension Policy

All suspensions result in loss of enrollment for program days and no refunds will be granted.

- **First Suspension:** When possible and reasonable, we use steps one through four to address the inappropriate behavior. Should the behavior continue, the camper will be suspended, termed according to the number of occurrences and the severity of the behavior displayed. A parent conference will be required prior to the camper's return to the program.
- **Second Suspension:** Should inappropriate behavior continue after the first suspension the camper will be suspended for a period of time. A second parent conference will be required prior to the camper's return to the program.

NOTE: Bullying, harassing, threatening or intimidating other campers, or uncontrollable, physical or violent behavior can be considered grounds for immediate suspension. If the inappropriate behavior results in an immediate suspension, the length of suspension will be at the Camp Director's discretion, commensurate to the offense, and could include up to a permanent suspension. No refunds will be granted for suspended program days; no exceptions.



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CUSTODIAL ISSUES

The obligation of staff is to ensure a safe and fun environment for your camper. We understand that children may come from a situation where parents are separated, divorced or currently seeking a divorce. These situations result in various custodial arrangements. If custodial issues are in dispute, causing any uncertainty as to which party is entitled to pick up the camper, Camp OB asks that you make prior arrangements or refrain from registering your child until such decisions can be made. Any court orders from one custodial party to specifically remove the rights of the other party must be submitted to Camp Owaissa Bauer prior to the camper's participation in the program or as soon as received.

Our number one concern is the safety of your child. Please update your camper information forms with contact numbers and pick up authorization of the other person with custodial rights. You are also responsible for providing a copy of this program handbook to the other parent/guardian and providing a signed acknowledgement to Camp OB.

Severe Weather

Camp OB is a nature-based program that mostly takes place outdoors. In case of severe weather (thunder and lightning), campers will move indoors until the storms pass. During this time, rainy day activities will take the place of scheduled activities. Campers will be kept busy with games, crafts, science, movies, cooking, drama, wood working and MORE! If severe weather occurs during pick up, all campers will be moved into the dining hall. Please follow signage and directions for rainy day pick up. Pick up/sign out will be delayed until it is safe for staff to start or continue with the curb service.



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FIRST AID AND HEALTH

First Aid

Because many campers may have unknown allergies or reactions to certain types of first aid supplies, the staff will only use water to clean the injured area, apply ice, and cover with a band-aid as needed. A parent will be called if any further action is required. If the camper's injury requires additional medical attention, Miami-Dade Fire Rescue will be called immediately. Please make sure your Authorization for Medical Treatment form is completed.

Contagious Illnesses

If a camper has any illness that requires taking medication during program hours, it is preferable that the camper not participate in the program until he/she completely recovers from the illness. At the risk of infecting others, CDC health services recommend that if any one of the following symptoms are present, the camper should stay home:

- Elevated temperature of 100.4 or higher
- Diarrhea
- Persistent headache and body aches
- Inflamed sore throat
- Nausea/vomiting
- Unexplained rash
- Wheezing
- Earache



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FIRST AID AND HEALTH

Medications

If a camper needs to take prescription medication during program hours, the following procedures must be followed:

- Parent/guardian must complete the medication release form.
- Medication must be in its original container with the pharmacist's label.
- Pharmacist's label must display the child's name, the name of the medication, the instruction dosage, and the name of the prescribing physician.
- Only the daily dose should be in the medication container and parents must pick up the container each day.
- Liquid medication must be premeasured with the above information attached.

If a camper must take non-prescription medication during program hours, the following procedures must be followed:

- Parent/guardian must complete the medication release and supplement form.
- Medication must be in its original container with the complete label attached.

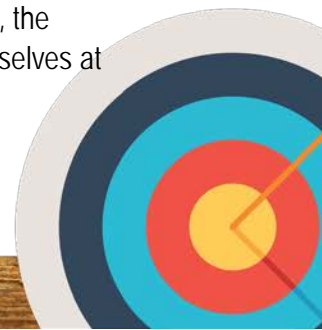
For the safety of the camper, there will be no exceptions. In either case (prescription or non-prescription), the parent/guardian must provide in writing all other necessary instructions and information regarding the medication. Camp Director will provide the camper with medication at the time(s) indicated on the medication release form. The camper is responsible for administering his/her medication. The County does not provide medical personnel at program site.

As-needed Medication

If a camper needs to take medication on an as-needed basis, the parent/guardian must provide, on the supplemental information form, a detailed description of the symptoms, conditions, and circumstances that would necessitate the medication and proper dosage. The parent/guardian will be contacted on every occasion before the child takes the medication on an as-needed basis. One parent/guardian must be available by phone during program hours. If neither can be reached, the Camp Director will use their best judgement and will permit camper to take the medication only when they find it clearly necessary and appropriate. The parent/guardian may bring in the sufficient amount of medication to cover doses for one program day. All medication must be checked in with Camp Director to be properly and safely secured. At the request of the parent/guardian, specific medical conditions that require administration of prescription or non-prescription medication on an as-needed basis will be handled on a case-by-case basis, in accordance with the parent/guardian request. In no case will camp staff administer any medication to a camper.

Fast-Acting Medication

Fast-acting medications, such as asthma inhalers and EpiPens, must be brought by a parent/guardian to the program site. This must be accompanied by a copy of the prescription from a physician, which must be presented to staff prior to the camper participating in the program. Campers are not permitted to bring medication to the camp by themselves. If a camper has a severe allergy that requires an EpiPen, the camper must carry it in a special lightweight backpack that they will recognize and keep on themselves at all times. Camper must be able to administer the medication.



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PLEASE SIGN AND RETURN THIS FORM

Please take the time to review the information provided in this handbook. This signed form will serve as your acknowledgement that you have read and understand the policies and procedures of Camp Owaissa Bauer and that your child(ren) will adhere to all rules and regulations. It is your responsibility to seek additional information as needed. If you have questions concerning the program, please direct them to us at 305-247-6016.

Participant: _____ D/O/B: _____

Participant: _____ D/O/B: _____

DATED: _____ Parent Signature: _____

DATED: _____ Parent Signature: _____

Camp OB Staff Signature: _____ Date: _____

