



**SUNSHINE SUMMER CAMP  
CAMP PROGRAM PARENT HANDBOOK  
“Enriching the lives of Florida’s youth, one child at a time”**

Dear Parents / Guardians,

**Thank you for choosing Camp Sunshine!**

**Sunshine would like to WELCOME you and your children to our program! Operating outstanding camp programs since 1992!**

**The Mission of Sunshine Child Programs is to provide the communities and families we serve with high-quality child-care programs that are developmentally appropriate for children in a safe, nurturing and enriching environment.**

It is the goal of Sunshine Child Programs to provide a safe and enjoyable experience for your child. We will offer a wide range of recreational experiences, teach the necessary skills to participate and do our utmost to make each day exciting and rewarding while providing a hazard free environment to play in.

Sunshine is a not-for-profit child care provider that has been providing superior school-age child care programs in Broward County since 1992. All of our programs are licensed and insured and operate under the policies and directives of the Division of Children and Family Services and the Broward County School Board. Our administrative executive team consists of highly degreed educational professionals who continuously supervise and work to develop our many programs and our staff.

Sunshine is one of the highest rated After Care Programs in Broward County. Our outstanding programs are recognized for meeting and/or exceeding the quality standards set forth by The Children and Family Services Department, The Broward County School Board and The Broward County Children’s Services Council. Our After Care programs have earned prestigious awards and recognition.

Sunshine offers safe and secure, academically rich, recreational programs that promote academic and social development through fun, stimulating, enriching activities for the children on our care. These activities are professionally developed by certified educators and are designed to meet the needs of the children in our diverse communities. We offer an atmosphere where children can socialize with their friends, make new friends and feel safe.

This parent handbook outlines Sunshine’s current policies and procedures. If you have any questions or concerns, we have an open-door policy and you may email or call us anytime!

Email: [info@sunshinefl.com](mailto:info@sunshinefl.com)

Phone: 954-236-8850 (limited hours)

## **Day to Day Structure:**

*(Subject to change)*

7:00 a.m. – 9:00 a.m. – Student Arrival / Indoor Games

*(all students must arrive no later than 8:45 a.m. to have adequate time for attendance. 8:30 a.m. for CSC Grant Funded sites)*

9:00 a.m. – 4:30 p.m. – Camp activities will include but are not limited to...

- Class time for CSC funded sites
- Field Trips
- Water Games
- Arts / Crafts
- Music
- Dance
- Science
- Swimming
- Organized Outdoor play
- Organized indoor games
- Snack Time

4:30 p.m. – 6:00 p.m. – Student Pick Up / Indoor Games / Movies

\*Times may vary by Camp Site Location

## **Registration:**

All registrations must be completed online at <https://www.sunshinefl.com/summer-camps/>

**Registration fee and one week of camp must be paid at time of registration.**

**Registration must be completed and signed before submitting or your application will not be processed. Sunshine will notify you via email / phone call once your registration is accepted or denied.**

**Any time your personal information changes, Sunshine must be notified.**

Sunshine does not discriminate on the basis of race, color, sex, religion or national origin.

## **Pick up / Drop Off / Safety Reminders:**

**Safety is Paramount:** With the health and safety of our students and staff as our top priority, the following requirements have been implemented:

- Parents / Guardians will be required to come inside of the camp buildings for drop off to sign their camper in and pick up to sign their camper out.
- Staff will continue to be required to wear gloves while cleaning or handling food, coolers, supplies, etc.
- Staff or students with a temperature of 100.4 degrees Fahrenheit or above or exhibiting other signs of illness will not be admitted to the facility.
- Any student exhibiting symptoms during program hours will be isolated in the designated area and parents will be contacted to pick up the participant immediately; a doctor's note will be required to return.
- Any staff member that becomes ill will be instructed to go home immediately; a doctor's note will be required to return to work.

- Students will wash hands or use hand sanitizer at scheduled times which will be, upon arrival, before lunch, before afternoon snack, after outdoor play, and after restroom use.
- Parents / Guardians must show ID daily and must be on your emergency contact list to pick up.
- If for some reason you should be later than usual picking up your child, please give us a call so that your child does not panic that you forgot him / her.
- If you have someone other than the usual person picking up your child, you must call us in advance and let us know the person's name. The person must present a photo ID before we will release your child. Also, you **MUST** notify us if someone is **NOT** allowed to pick up your child. We cannot legally bar a parent from picking up a child. We would need a copy of a court order on file.
- All students are required to bring a refillable water bottle to camp labeled with their full name.
- All students are required to bring ONE bottle of sunscreen on their first day of camp to be kept on site.

**All of this is for your child's safety and protection!**

### **Fees / Payment Schedules:**

- Payments for each week are due the Friday before the week of services rendered.  
*For example, if your camper is attending week #3 (6/24 – 6/28), the payment for this week will be due by Friday 6/21 by 6:00 p.m.*
- Payments are based on a weekly basis.
- If payments are not made on time, your child will not be able to attend camp.
- All payments are to be made on your parent portal at:  
<https://www.ezchildtrack.com/sunshineasc/parent/>
- All payments must be made for the entire week. Sunshine does not have daily fees.
- There are no pro-rates, refunds or credits.

### **Student Dismissal:**

Parents may pick up their students between the hours of 3:00 p.m. – 6:00 p.m. If you need to pick up for any reason before 3:00 p.m., you must call your location's cell phone to make pick up arrangements.

### **Late Fees:**

After 6:00 p.m., the charge is \$1.00 for every minute late until your child is picked up. This is strictly enforced and will be payable online when the child is picked up.

### **Attendance Procedures:**

Attendance is taken daily of all children attending the program. Parents / Guardians are responsible for notifying the program staff if their child will be absent from the program. Each program has their own phone number for your convenience. You may call this number anytime from 7:00 a.m. – 6:00 p.m., Monday through Friday. You may also email your assigned Area Manager or our Corporate Office at [info@sunshinefl.com](mailto:info@sunshinefl.com).

### **Health/Safety/Medications:**

Every site is equipped with a first aid kit. There are at least 2 staff members at each site that are CPR/First Aid Certified. The Site Manager will notify parents if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid. A copy of the accident report will be sent home to the parent/guardian with the child, and a copy will be kept on file.

In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately. If the parents/guardian cannot be reached immediately, the emergency numbers on the Registration Form will be called.

In the event of an emergency warranting medical attention or considered life threatening, the Site Manager will call 911. Parents/guardians and/or emergency contacts will be contacted as well.

If your child must take a prescription medication of any kind, you must notify the Site Manager and complete a Medical Authorization Form. Over the counter medication will not be dispensed without a doctor's written authorization. All medication should be given to the Site Manager to ensure proper usage. Children are not permitted to have medication in their possession to take on their own. Medication will never be given to a child by a staff member without the proper written authorization. No medication will be dispensed unless it is in its original container. All medications will be dispensed in accordance with School Board and Broward County Child Care & Licensing policies and procedures. Sunshine has the right to decline a medication request.

### **Sunshine Staff:**

All staff members must meet educational and company requirements for the position that they hold. All child care personnel function under the direct supervision of an Area Manager and Site Manager, who are all experienced child care professionals who work on site to supervise the daily activities and safe operations of the program.

Each staff member must be fingerprinted and background screened and meet the medical requirements set forth by law. All staff also receives a mandatory 4 ½ hour orientation prior to beginning their position that focuses on methods and guidelines for working with children. They are then placed at a program to work with an experienced staff trainer for a period of 3 to 5 days. In addition, all staff are required to take the 45-hour Child Care Training course mandated by law, be certified in Pediatric CPR and First Aid and take 12 hours of in-service training yearly. Most of our amazing staff works year-round at one of our 25 After School Care programs so they come with experience and knowledge in the Child Care field.

### **Student Discipline Policy:**

At Sunshine Child Programs, children are our business and our number one priority! We feel strongly that a positive, supportive and structured environment promotes good behavior. A full day of activities is planned to direct your child's energy into positive channels. We believe that children learn from us and that we are their positive role models.

One of our many goals is to help children feel good about themselves by building their self-esteem and self-confidence. Our Counselors and Site Managers have been trained in "Cooperative Discipline" by our Director of Educational Programs and Quality Assurance. Whenever Discipline is necessary, corrective discipline is used to change the inappropriate behavior of the child, never to hurt the child.

The following steps are taken to correct inappropriate behavior in our programs and to ensure the safety and well-being of all of our children:

- 1) Counselors will first take a child aside and quietly speak to him/her about their behavioral concern. If the inappropriate behavior warrants, the counselor will either put the child in time out (appropriate to their age), or, if necessary, have the On-Site Manager speak to the child. The child will receive a verbal warning and a behavior report requiring parent signature.
- 2) A child's second serious behavior incident will result in a phone call to the parent as well as a written behavior report copied to the Sunshine Child Programs Corporate Office.
- 3) A child's third behavior report will result in a phone call to the parent from the On-Site Manager, and possible suspension or dismissal from any Sunshine Child Program.

### **Expulsion Policy:**

- Children who are demonstrating inappropriate behavior will receive the following consequences:
  - First offense: Child will be spoken to by the counselor.
  - Second offense: Child will be placed in "time-out", 1 minute for every year of child's age.
  - Third offense: Child will be written up by the Site Manager. Site Manager will also speak to the parent of the child.
    - Depending on the child's offense, he / she will be placed on a behavior plan.
- For more serious offenses such as biting, fighting, foul language or for repeated misbehavior the child will be dismissed from the program.

**Breakfast / Lunch / Snack** : Breakfast **or** Snack and Lunch is provided on select days at select locations. Lunch times may vary based on activities. When sending lunch, do not forget to send proper utensils, as we do not supply utensils. Please do not send your child with food that needs to be heated, as we do not have access to a microwave. Also, children cannot store their lunches in the refrigerator. We ask that you please label your child's lunch bag so we know who it belongs to when it is time to eat. You will be provided with a menu if your camp location provides food. Pizza will also be sold on select days at select locations.

### **Field Trips:**

- **Sunshine Camp T-Shirts MUST be worn on all field trips.** If your child comes to camp without their T-shirt, Sunshine will put a camp T-shirt on them and you will be charged \$10.00 that must be paid the same day. Additional T-Shirts can be purchased for \$10.00.
- Your child can not be dropped off at any field trip unless a camp supervisor is notified and approves first.
- **Send a change of clothes on the days we go to water parks or pools in a bookbag. Please do not send in a plastic grocery bag.**
- **Children must wear regular sneakers to camp daily.** On water days, they can bring water shoes to change. We do not suggest flip flops, sandals or water shoes to be worn other than swim days.
- Field Trip times may vary and ARE SUBJECT TO CHANGE. Times will be posted daily.
- **Be sure to have a monthly activity calendar**
- **Your child must be dropped off no later than 8:45 a.m.**
- On Field trip days, all children must go on the field trip. There will be no one left back at the site.
- Your child will be required to wear a Sunshine Wristband each time they travel off site. The wristband will include the site name and the phone number to contact us. This is for your child's safety. They may not take the wristbands off until we return to the camp site.

**Proper Attire:** Children should wear play clothes that are comfortable and sneakers with socks. We do not suggest flip flops, sandals, or dress shoes. This is for the safety of your child. T-Shirts with inappropriate sayings or pictures are not permitted. Your child is required to wear his or her camp T-shirt on all field trip days. This will aid in identifying him or her in our group.

**Camp Schedules:** Parents will be given a 9 week calendar during the first week of camp. We suggest that you keep this calendar on your refrigerator for easy reference.

**Accidents / Incidents:** If your child has an accident / incident while in Summer Camp, you will receive an immediate phone call regardless of the severity. You will also receive written documentation of the accident. If your child has any injuries that we are unaware of at the time you pick up, please contact us immediately. Do not wait more than 24 hours to let us know any concerns you may have. In the event of serious illness or accident, we will call EMS and they will take whatever steps necessary to insure your child's well-being.

**Movies:** Movies may be shown once or twice a week as an extra treat for the children. All camps sites will show "G" and "PG" movies. If you prefer that your child not see a certain video, please contact the camp supervisor, as there will always be alternate activities scheduled for those children not allowed or not wishing to view the video shown. Middle School students may be permitted to watch a PG-13 movie with parent consent.

**Personal Items:**

Sunshine is not responsible for personal items such as cell phones, air-pods, speakers, jewelry, purses, wallets, portable video games, toys, or items of sentimental value. We are not responsible for loss or damage of any personal items. Be sure to put your child's name on any item you bring. Sunshine will have a lost and found for any items left at night. If the items have not been claimed after 2 weeks, they will be donated.

**Notification of changes:**

It is extremely important that you notify the Site Manager immediately of any changes in home address, contact persons and phone numbers and dismissal changes.

**Important Reminders:**

- Children should not bring jewelry, toys or electronic devices to camp as Sunshine is NOT responsible for damage or loss.
- Clearly label all clothing, towels and lunch boxes.
- Children bringing money for field trips or snacks should carry it with them at all times or have the Site supervisor carry. Do not put it in their bagged lunch.
- Make sure your child's registration is up to date with correct contact numbers and medical information.
- For concerns or problems regarding camp, please see your child's camp supervisor as soon as the concern arises.
- Children may **not** be dropped off at a field trip location without notifying the supervisor first and making proper arrangements. This is not typically something we allow.
- If children are dropped off before 7:00 a.m., Sunshine Child Care is not responsible for them. If your child is picked up after 6:00 p.m., a fee of \$1.00 every minute will be charged.

**Income Tax Information:**

Tax statements are available on your parent portal at

<https://www.ezchildtrack.com/sunshineasc/parent/>

**Sunshine Corporate Office:**

7900 Peters Rd, B-101  
Plantation, Fl. 33324  
954-236-8850

**Follow us**



Sunshine Child Programs



@SunshineASC