



Parent Handbook

Mission Statement

Royal Palm Academy's Day Camp is designed to provide a safe and fun environment during the summer for children using activities, games, field trips and crafts that incorporate weekly themes and Christian virtues.

Hours of Operation/Pick Up and Drop Off

Half Day Program

- Drop Off 7:45am-9:00am
- Program Hours 8:00am-12:00pm
- Pick Up 12:00pm

Full Day Program

- Drop Off 7:45am-9:00am
- Program Hours 8:00am-3:00pm
- Pick up from 3:00-3:15
- After Care 3:15pm-5:30pm

What Will My Child Be Doing At Camp?

Your child will be involved in a variety of activities such as: arts and crafts, sports/games, indoor/outdoor activities and field trips, all centered around weekly themes.

How To Register

If you are interested in signing you child up for camp, please fill out the enrollment/registration form for each child. A non refundable \$135.00 Registration Fee will be charged and used to pay tuition for your first week of camp. You must register at least one week in advance for each camp week you would like your child to attend so that we can organize special events and field trips accordingly. If a session is full, you will be placed on a waiting list. We will NOT refund any money for missed camp weeks once the last camp session is complete.

Camp Prices and Fees

Half Day Camp

- Daily- \$30.00
- Weekly- \$90.00
- Late Pick Up Fees - You will be charged for a full day of camp.

Full Day Camp

- Daily- \$30.00
- Weekly- \$135.00 for the first child and \$105.00 each additional child
- Late Pick Up Fees - Child will be sent to After Care and charged After Care fees.

After Care

\$7.00 an hour per child. (Note: After Care ends at 5:30; after 5:30 there will be a late fee of \$1.00 per minute per child).

Note: Entrance fees to most field trips are not included in the weekly tuition for camp. However, field trips are optional for any child entering Kindergarten and older.

What To Wear To Camp

- T-shirt & Shorts (***RPA P.E. or Camp T-shirt MUST be worn on all field trips***)
- Socks and Closed Toed Shoes **MUST** be worn at all times while on campus. For the safety of your child, if your child is not wearing closed toed shoes, they will not be allowed to participate in any camp activity.
- Hat
- Sunscreen
- Bathing Suit under clothes for splash days and water shoes (***These days will be noted in advance.***)

Note: Children must wear closed toed shoes at all times, including during splash day activities. We recommend crocs or water shoes for splash day activities. Sorry, no flip-flops or bare feet permitted.

What To Bring

- Towel (for splash days)
 - Clothes to change into after water activities
 - Lunch and drink if you are attending full day camp
 - Morning and afternoon snack and drink
 - Sunscreen/ hat
 - Water bottle
 - Pre-schoolers, please bring a nap blanket, pillow and/or stuffed animal for nap time, as well as a change of clothes in case of any accidents.
- *Please label all of your child's belongings.***

What Not To Bring

- Cell Phones
- Electronic Devices
- Large Amounts of Money

Lunches/Snacks

All campers should have a morning snack and drink. Please bring a lunch (that does not need to be heated) and drink for your child if they are staying all day, along with an afternoon snack if they are staying for After Care. The lunch boxes will not be refrigerated, so please do not pack anything perishable. Also, please let us know if your child has any severe allergies to food so that we can make all necessary accommodations to make sure your child is safe.

Discipline

The camp's disciplinary policy aims to help campers develop an attitude of self-discipline and to assist the camp in creating a safe, orderly and joyous atmosphere. Campers are taught that their behavior has consequences and that they must accept responsibility for their behavior. When defining the type of disciplinary measure to be given to the camper, the following considerations are taken into account:

- The camper's age and level of development
- The gravity of the wrongdoing
- The circumstances in which the infraction took place
- Whether or not it is a repeat infraction
- Previous or repeated discipline, motivation, reminder and warning

Who Can Pick Up My Child?

All children **MUST** be signed out. Only the people who are listed on the enrollment form will be allowed to pick up your child. We must have advanced written permission for anyone else to pick them up. Please inform them to be prepared to show a picture ID.

What If My Child Is Sick Or Injured?

Any camper who becomes injured or ill during the camp day will be sent to the office to be helped by the administrative school staff. After proper assessment, parents will be notified of an injury or illness that requires further medical attention. An Emergency Form must be completed for each camper before they can attend camp. If parents pick up their child due to injury or illness, they must sign the child out.

What If My Child Is On Medication?

If your child is on any medication that must be taken during camp, please give the medication to a Camp Staff member and it will be administered at the proper time and dosage. The medication will be kept in the school office.

Refunds/Transfers and Cancellations

Please inform a Camp Staff member if you need to cancel a camp session as soon as possible. All payments will be handled by the Business Office.

T-Shirts

Camp T-Shirts are available for \$5.00. Please see a Camp Counselor for details.

****Camp T-Shirts or RPA P.E. shirts MUST be worn on all field trips.***

Photographs

Your child may be photographed during his/her activity during camp. These pictures may appear in newsletters or other publications. Parental permission must be given for this. Please check your registration form.

Lost And Found

Please remember to label all of your child's clothing/belongings in order for items to be returned to the proper person. We will have a lost and found box at camp. Please check it often. Everything remaining at the end of the summer will be given to charity.

How Do I Reach The Camp Director?

Brittany Allen is the camp director and she can be reached at [HYPERLINK](mailto:SummerCamp@royalpalmacademy.com)
"mailto:SummerCamp@royalpalmacademy.com
"SummerCamp@royalpalmacademy.com or by calling the school at (239) 594-9888.

Who Will Be Working With My Child?

All counselors are certified in CPR and first aid as well as Child Protection Training with the Archdiocese of Venice. They also either currently work in a classroom or have been camp counselors in the past. The ratio of children to staff will be at maximum 10:1. Listed below is a brief bio of each of our Camp Counselors:

For more information please view our faculty page on our website.

Miss Brittany Allen
Meriwether Buchheit
Miss Kelly Cooper
Ms. Linda Glaser
Mrs. Rachel Kirk
Mrs. Babett Koncz
Miss Jennifer Landry
MRS. NICOLE MIHELICH, M. Ed.
Miss Abigail Miles
Mr. Glenn Trinder
Miss Blanca Vanegas
Mr. Matthew Zeik

Mrs. Gisselle Castro

Mrs. Castro returns for her second year at camp. During the school year, she helps with the after school program, and is an Aide for the Pre-K enrichment program. Mrs. Castro's love for children and profound interest in their growth and development began during her teenage years when she realized the crucial importance of the interaction of children with their peers and teachers at an early age, and the influence that a child educator plays in their life and future success. In 1996 she completed the training required by the state of Florida to work with children with special needs. She has two children and experiences firsthand the importance of early child intervention, and understands that God always has a plan and a purpose. Mrs. Castro is currently continuing her education to receive a B.A in Early Childhood Education and hopes to teach fulltime when both of her children enter Kindergarten.

Ms. Regan Hutchinson

Ms. Hutchinson is a devoted Catholic and mother who is currently working in the after school program at RPA. She feels that RPA has given her a great opportunity to get to know many great children and their families. Ms. Hutchinson also works for Kohl's and is finishing her degree at FGCU to be certified to teach Art Education. She is excited to be a part of this year's camp.

Miss Luann Jones

This will be Miss Jones third year as a counselor at RPA's summer camp. She graduated from the University of South Florida with a Bachelor of Arts in Social Science Secondary Education. Miss Jones volunteered with Regnum Christi at Immaculate Conception Academy in Wakefield, R. I. for two years. Prior to joining us, Luann worked in the public school system and for the Y.M.C.A. in Tampa as a Site Director for after school programs. Miss Jones is in charge of coordinating all of our K4J Assemblies as well as teaching middle school history, religion, and Geography. She also just recently completed her second Bachelor's Degree in History.

Miss Nicolette Posch

Miss Nicolette hails from the cold tundra of Minneota and is a senior at Ave Maria University. She will graduate in Dec. '09 with a degree in Theology and intends to pursue a career in the field of education as a classroom teacher. This is her third year working RPA's summer camp and she absolutely loves working with "her kids."

Miss Danielle Storm

Miss Storm is currently working in the After Care program at RPA. She is attending Florida Gulf Coast University and is studying the languages of Spanish and Chinese with an emphasis in Education.