

## FIELD TRIP FUN CAMPS LLC SUMMER HANDBOOK

Dear Parents,

Parents are always looking for something fun, safe, and enriching for their kids to do during summer - and that's exactly what Field Trip Fun Camps (hereafter referred to as "FTFC") delivers. This one-of-a-kind weekly camp offers a different field trip every single day to exciting and educational destinations.

Campers will enjoy unforgettable experiences at places like laser tag arenas, nature preserves, museums, aquariums, bowling alleys, skating rinks, and history centers. Each week is packed with variety, learning, and fun!

Designed for rising 3rd to 8th graders, the FTFC camp runs in weekly sessions. The cost is \$450 per camper, per week, which includes two camp shirts all field trip admission fees and lunch daily.

Parents can take advantage of convenient hub stop locations around town for daily drop-off and pick-up. Our professional staff members are thoroughly trained along with background checks and experienced in supervising kids on field trips.

Please review our brochure for the full weekly itinerary and camp dates. Let the adventure begin at FTFC.

Thank you,  
Field Trip Fun Camps, LLC

## GENERAL INFORMATION

FTFC showcases our teams commitment to creating a fun and safe environment for your child(ren). To keep all participants and staff safe, we will adhere to the following procedures;

Schedules will consist of outdoor and indoor activities.

Approved parent or guardian are the only people approved to pick up a child and must be at pick-up location no later than 3:00 p.m.

Bus will be designated hub stop by 9:00 a.m. daily.

Transportation will be provided by Hillsborough County Schools' approved bus company.

## IMPORTANT DATES

FTFC will be an 8-week camp with the week 1,3,5,7 being the same location and week as 2,4,6,8 at different locations. There will be no camp on 4th of July week or the last week of summer. Weekly sessions are as follows:

Week 1 June 1-5

Week 2 June 8-12

Week 3 June 15-19

Week 4 June 22-26

Week 5 July 6-10

Week 6 July 13-17

Week 7 July 20-24

## Week 8 July 27-31

The camp hours and days of operation of FTFC will only run Monday-Friday from 9:00 a.m. to 3:00 p.m. with the estimated time to arrive at each location for the day is at 10:00 a.m. and the last time to leave the final location by 2:00 p.m.

## COSTS

FTFC costs \$450 per week, per child camper. Included in the fee is the camp tee shirt, along with entry into each location for each day along with lunch as determined by the trip and location on that particular day.

## REFUND POLICY

There are no refunds unless your child has to miss the entire week due to unforeseen reasons as determined by FTFC on a case-by-case basis. There are limited spots for trips and so refunds are subject to the discretion of FTFC.

## LATE PICK-UP POLICY

FTFC and staff enjoy having your children attend our camp but the times of operation for the camp are set at 9:00 a.m. to 3:00 p.m. daily. If campers do not arrive by 9:00 a.m. or very close to the time, then the bus will not be able to wait before proceeding on the daily trip. A parent/guardian approved would have to drive the camper to the designated location for the daily trip. This will only be allowed one time. It is imperative that parents/guardians approved pick up the camper at the designated location and time. If a parent/guardian is late to pick up a camper after 3:00 p.m. at the designated location,

then there is a late fee assessed at \$25 for every 15-minute interval until the camper is picked up. Campers will not be allowed off the bus until parent/guardian arrives to pick up the child.

## STAFF

FTFC takes pride in our camps and strives to hire qualified individuals to serve you and your family. We employ high school students, college students, college graduates, or teachers. We prioritize hiring individuals who demonstrate their growth and well-being. This diverse range of qualifications ensure that our staff bring a variety of perspectives and expertise to the camp.

## CLOTHING

Send your child(ren) in comfortable clothing. Shorts, camp shirt, sneakers and hats are recommended. (No open-toed shoes/sandals/Heelys/Crocs.) Shorts should be appropriate length, and bellies should not be exposed. Please label all belongings with your child's name. A camp shirt is required each day.

## LOST AND FOUND

Camp FTFC does not maintain a lost and found area. In the event items are left on the bus or at a location, FTFC will assist in retrieving items. Please adhere to the following guidelines:

Label everything your child brings to camp with their full name.

Have your child leave all toys, games, electronics etc. at home unless otherwise notified.

We are not responsible for the loss or damage of items that your child may bring to camp.

Lost and found items not claimed within a reasonable amount of time will be donated to charity.

## LUNCHES and SNACKS

Please abide by the following guidelines:

Peanut Free lunches will be served daily. Your child is welcomed to bring there own lunch if you prefer but there will be no discount applied to fee.

Please make sure all lunches are peanut free.

Please include an ice pack if needed. It is recommended that lunch boxes are insulated and hard-sided. Lunches may be stored in outdoor designated spaces.

Please send a water bottle to help keep your child(ren) hydrated throughout the day.

Please note that campers will not have access to a microwave or refrigerator.

Please label your child's lunch box with the child's first and last name.

Pack a spoon or fork (utensils) if necessary.

Sharing lunch and snacks is not permitted.

## MONEY

If your child brings money for field trips or special activities, it is important that they understand that it is their responsibility to keep track of their money and store it in a safe place. FTFC is not responsible for any lost or stolen money. Staff members may not hold any money for participants.

## CHANGE OF CONTACT INFORMATION

It is important that FTFC maintain current and accurate records of each child so that parents can be contacted in case of an emergency. This information includes address, phone numbers, email and names of individuals authorised to pick-up your child(ren). It is extremely important for your child's safety and well-being that we be informed of changes. It is the responsibility of the parent/guardian to make necessary updates if changes occur.

## SIGN IN AND SIGN OUT PROCEDURES

For the safety of our child(ren) we require the parent/ legal guardian to pick children at pick up. Proof of identification will be required if the person on the release list is unfamiliar to the staff.

Only authorized persons may pick up their child.

Photo ID may be required for the release of your child(ren).

## ELECTRONIC DEVICES

Electronic devices (cellphones, earbuds, Bluetooth, electronic games, iPads, etc.) are not allowed during camp hours. Participants are encouraged to be active and engage with their peers on a personal level. FTFC is not responsible for lost or damaged personal property.

## BULLYING

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another person either physically or emotionally. Bullying may include a pattern of:

Name calling, being pushed or pulled about.

Being forced hand over money or possessions.

Having personal items taken or thrown about.

Being attacked, teased, or called names because of your religion, sexuality, gender appearance or abilities.

Bullying happens when a person or group of people wants to have power over one another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of emails, text messaging, instant messaging, social media, and other less direct methods. This type of bullying can also lead to camp participants being hurt, especially when people are targeted through exclusion.

In FTFC camps, bullying is inexcusable. Our philosophy is to ensure that every camper has the opportunity to have a positive experience. We work together as a team to ensure that camp participants gain self-confidence, make new friends, and go home with lasting positive memories.

Our camp leaders are trained to address all incidents of bullying. We encourage staff to promote communication with camp participants so campers will be comfortable alerting us to any problems.

The discipline associated with bullying is as follows:

1st occurrence - Communication form in the child's file and discussion with a parent. Severity of bullying could result in up to a weeks' suspension.

2nd occurrence - Your child will not be allowed back to FTFC and no refund provided.

## COMMUNICATION

Please communicate any questions, comments or concerns you may have to camp staff. Keeping open communication between parents/guardians and staff is key to a successful camp.

Parents/Guardians should inform staff when:

Household contact information should be updated (i.e. change in phone number, email, address, emergency contact, etc.)

Someone other than those listed in your child's registration will be picking up your child. This information must be in writing and the designee will be asked to show valid identification.

Parents/Guardians will be notified when:

Your child is injured or ill.

Your child is having disciplinary issues.

Your child has made a significant achievement.

## MEDICATIONS

If your child needs medication(s) during the camp hours (including over-the-counter), we request that you bring the medication, and the parent/guardian is responsible for any medications and administering of any medicines except in an emergency circumstance. FTFC is not equipped to monitor, store or administer any medicines or over the counter medicines.

If your child has food allergies, you must disclose such allergies in writing to FTFC and provide any medication your child will need to take in the event of an exposure to a food allergen. FTFC is not equipped with staff who can administer any treatments to children. FTFC will endeavor to address disclosed food allergies but does not have control over food vendors or other children's foods.

A doctor's prescription is required for your child to administer their own medication (including over-the-counter medication).

## SUNSCREEN

FTFC staff recommends that participants wear sunscreen each day. It is the parent/guardians responsibility to provide sunscreen for their child. Please apply before camp and give your child enough to apply during the day. Our goal is to protect each child and prevent any occurrence of sunburn.

## COMMUNICABLE ILLNESS

To ensure the safety and wellbeing of every child under our care, our camp has a strict policy regarding communicable (contagious) illnesses. We regret to inform you that no child will be permitted to participate if they are experiencing such an illness. Please take note of the following conditions that would prevent your child from attending camp:

If your child is currently unwell.



If your child displays any symptoms of illness.

If your child has been advised to undergo a quarantine period.

Symptoms encompass a range of indicators, including but not limited to:

Diarrhea

Vomiting

Fever

Sore Throat

Stomach Ache

Headache

Children must be symptom free for 24 hours before returning to the camp. In some cases, a doctor's note may be required as proof of their recovery.

Additionally, if your child is sent home due to head lice, they must be free of lice and receive clearance from a staff member before resuming their participation in the camp.

## FIRST AID

In the event of an injury, FTFC staff will take necessary steps to keep children calm. Staff will seek emergency medical care as warranted. The following actions may include but are not limited to:

Provide immediate first aid only in life-threatening circumstances; otherwise 911 will be contacted for emergency assistance.

Attempt to contact a parent or guardian.

If a parent or guardian cannot be reached, we will attempt to contact others listed on your registration forms.

In the case of serious injury, appropriate emergency medical assistance will be contacted (911 will be called).

When emergency medical staff warrant that the child be taken to the nearest hospital, transport fees will be the responsibility of the parents or legal

guardian. We will contact you and inform you of the EMS staff recommendation. An FTFC staff member will remain with the child until the parents, or other authorised adult, arrives.

## SUMMER CAMP HANDBOOK ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the Field Trips Summer Camps LLCs Summer Camp Handbook which includes:

I understand that this policy supersedes any other policies I may have received during my participation in the Field Trips Summer Camps LLC.

I understand that this outlines my participation in this camp. I will familiarize myself with all of the information herein, which describes the policies of Field Trips Summer Camps LLC.

This page becomes part of your child's participant file. In the event a parent or guardian fails to sign the handbook, then a camp staff person should acknowledge the date and time a copy was given to the parent or guardian.

## BUS RULES REQUIRED FOR ALL CAMPERS

Transportation provided by Recreation Express. Field Trip Fun Camps is proud to partner with Recreation Express for all transportation needs. With 19 years experience specializing in student field trip transportation, Recreation Express is a trusted leader in the industry. Their fleet of school board-approved buses are equipped with air conditioning and seatbelts to ensure a safe and comfortable ride. All drivers undergo rigorous Level II FBI background checks, providing families with peace of mind. Safety, reliability and professionalism are the hallmarks of Recreation Express.

### Rules While on the Bus

The bus driver is in charge and the campers must obey the driver's instructions at all times. The camper must provide the bus driver with their correct name when asked. The bus driver and FTFC will keep seating charts.

The camper can be disciplined if he/she does not follow all the bus company and FTFC rules and the following special rules:

Sit in the camper's assigned seat and use the seat belt.

Stay seated at all times while the bus is in motion.

Do not put any part of the camper's body outside of the bus windows.

Do not distract the driver with loud conversations or noises.

Do not eat or drink on the bus.

Maintain absolute silence at all times when the overhead dome lights are on for railroad crossings.

Do not throw any items inside or outside of the bus or bus windows.

Do not mark, cut, or damage bus seats or the bus itself.

Do not display signs from the bus.

Do not use obscene language or gestures.

No pushing/kicking/hitting/spitting.

No bullying.

Emergency doors are only to be used when there is an emergency. If there is an emergency, the student must follow the driver's instructions.

### Discipline if a Camper Does Not Follow the Rules

FTFC believes that all students, as well as the bus driver, should be able to ride safely on camp buses. Therefore, if a student misbehaves, he/she may be removed from the bus.

If a camper commits minor infractions, the camp bus driver has the authority to address their behavior. Minor infractions include but are not limited to:

Chewing gum.

Eating on the bus.

General use of profanity or,

Being too loud and disruptive.

If a camper causes repeated problems on the bus by doing something the camp bus driver considers a more serious rule violation, the bus driver will report the student to the camp staff.

Major infractions include but are not limited to:

Sitting inappropriately.

Throwing paper or items in or out of the bus.

Spitting, rough housing, fighting, pushing, kicking, hitting.

Inappropriate touching.

Not using an assigned bus stop.

Moving while the bus is in motion.

Noisy at railroad crossings.

Unsafe street crossing.

Possession of tobacco products, drugs or alcohol.

Spraying scents or perfumes while on the bus.

Weapons of any type or,

Profanity directed at an adult.

I, as parent/guardian, acknowledge that I have read the foregoing rules and I will explain them to my child. I understand the foregoing rules are intended to ensure the safety and welfare of all campers and will be strictly applied as necessary.

## PERMISSION FOR PHOTOGRAPHS AND IMAGE

I HEREBY grant permission to FTFC, its agents, and its employees the irrevocable and unrestricted right to produce photographs and video taken of my child, myself, and members of my family while at FTFC for any lawful purpose including publication, promotion, illustration, advertising, trade, or historical archive in any manner or in any medium by FTFC. I hereby release FTFC and its legal representatives, employees and agents from liability for any violation or claims relating to said images or video.

Furthermore, I grant permission to use the statements of my child, myself, or my family members given during an interview or evaluation with or without my name for the purpose of advertising and publicity without restriction to time limit or geographical area. I waive my rights, my child's rights, and my family's rights to any and all compensation stemming from the use of these materials.

## DISCLOSURE OF SECURITY CAMERAS ON BUSES

I HEREBY ACKNOWLEDGE that FTFC uses security cameras on all buses for the safety and security of the campers. This notice is to inform the parent/guardian that security cameras are used on all buses solely for safety and security. FTFC endeavors to ensure all campers are safe. Security videos may be saved and may, on occasion, be taped over due to the amount of data flowing from the surveillance cameras.

I hereby release Recreation Express and FTFC for using security cameras for safety reasons and hereby expressly release and hold harmless, Recreation Express and FTFC for any and all reasons.