



# TYCC Camp Policies & Procedures



## WELCOME TO CAMP! <<<

This document will help you and your camper(s) become more familiar with our policies and procedures. Please read through this document and keep it for future reference. We are very happy to answer any questions you may have. The Tenoroc Youth Conservation Center wishes to make your child's experience with us as enjoyable and beneficial as possible!

**Tenoroc Youth Conservation Center**

3760 Tenoroc Mine Rd.  
Lakeland, FL 33805

Director: Callie Shaffer  
(863) 370-2181



**CREATING THE  
NEXT  
GENERATION  
THAT CARES.**

## Goals and Objectives <<<

Our mission is to foster awareness, appreciation, and stewardship for Florida's wildlife and environment through outdoor recreation and conservation education. Through fun, safe, hands-on programs, we help create the next generation that cares about Florida's fish and wildlife resources. Campers will gain knowledge about the natural ecosystems of Florida to better respect and take care of living things and the environment. As a result of camp, campers will become confident in the skills needed for paddle sports, archery, fishing, and wildlife discovery while gaining life skills in communication, teamwork, responsibility, respect, and friendship-building.



## Arrival at Camp <<<

On Monday morning, please enter through the main gate and travel down Tenoroc Mine Rd. until you reach a line of orange cones; you will turn LEFT at the cones and arrive at the education building. Once you park or pull up to the building, please wait until you are greeted by staff who will verify the camper registration information, authorized pick-up list, and health history.

## Campus Policy <<<



For the safety of all campers and staff, please adhere to the drop-off and pick-up locations and procedures to ensure safety is maintained.

On consecutive check-in days, please continue to use the circle and remain in your vehicle. **Each camper must be signed in every day by a parent, legal guardian, or designee aged 16 or older.**

Once checked in, the camper (along with their belongings) will head to the classroom where camp staff will be present for morning activities. Use caution when exiting.

## »»» Checking In and Out

Your compliance with the check-in and check-out times is important and assures orderly registration and dismissal procedures. After five minutes past camp check-in/check-out time, staff will call for an estimated time of arrival if the camper has not yet been notified by voicemail, text, or email. Campers must be picked up by 4:00 pm, otherwise we will follow our policy to get the camper into appropriate care.

### CHECK-IN/ CHECK-OUT TIMES

#### Check-in

8:30-9:00 AM (Every day)

#### Check-out

3:30-4:00 PM (Mon-Thurs)

2:30-3:00 PM (Fri)

To check out your camper(s), please pull around the circle and **wait in your vehicle**. The director or staff will check identification of anyone listed as approved to pick up before campers are sent out for dismissal. Please follow the above checkout procedures rather than contacting your camper directly. On the last day of camp, please be sure to take home any medications.



# »»» Camper Release Info and Transportation



You (or your designee) are responsible for transportation to and from the facility. If you expect your child to ride home from the camp with a friend or neighbor, please verify that they are listed on the pick-up authorization form during Monday check in. The authorization form must include the name(s) of: authorizing person(s) signing in the camper, the adult that filled out the registration form, and the person(s) permitted to pick up your camper(s).

Campers will not be released without proper identification, to anyone not on the authorized pick up list, or to a designee(s) under 16 years of age. If an extenuating circumstance prevents you from complying with

established drop off and/or dismissal times, please notify the camp director as soon as possible.

Campers must be picked up by 4:00 pm. If a camper is not picked up by 4:00 pm and attempts made by camp staff to contact those authorized to pick up are unsuccessful, we will follow our policy to get the camper into appropriate care.

## REMINDER!

For anyone authorized to pick up camper(s) from camp, please remember to bring an I.D. as it will be checked by a staff member each afternoon during pick-up.



## »» Medical and Health

The health history information received during registration is diligently reviewed by camp staff to assure all campers will be successful and cared for while at Tenoroc. If your camper's medical information changes, or they may benefit from program modification due to a disability, please contact the director at your earliest convenience so that we can ensure a safe and welcoming experience for your camper.

During check in, supervisory staff will collect any camper medications and will verify with the parents/guardians that no changes in medical history have occurred. Vitamins and prescription drugs must be in the original containers.

Also, if your child is on medication for ADD/ADHD during the school year, **it is recommended that they remain on their medication** for the duration of camp.



## Don't Forget!

Please do not forget to bring any medications on the first morning of camp!

Arriving without the medication your child needs for the day, including **inhalers and epi-pens**, may result in your child returning home with you. If medications are indicated on the registration but no longer required, an accompanying doctor's note must be brought to the first day of check-in.





## Rights and Dignity of Others



Please review the following with your camper(s):

Campers will adhere to respectful communications with and regarding all individuals in terms of ability, culture, gender, race, religion, sexuality, physical characteristics, and language in order to promote a safe, kind, and welcoming camp environment.

Campers will respect others and their property. Campers will help everyone feel safe and welcome in our camp community.

**Harassment and bullying have a zero tolerance policy and will not be tolerated at camp.**

## »»» Camper Code of Conduct

There is a three-strike policy for behavior as outlined in the Camper Code of Conduct (a statement signed during online registration).

1. If a camper fails to respond to counselors, the camper will discuss any problems and appropriate solutions with the camp director.
2. On the second visit to the director, the parent/guardian is called to discuss the problem and possible solutions.
3. If problems persist, the parent/guardian will be called to immediately pick up the camper.

If it is requested that a camper be picked up for disciplinary reasons, the family will not be eligible for a refund.

Please note, some offenses do not require three strikes. This is not an exhaustive list, but for example, if your child injures others, steals, or attempts to run away from the camp, there will be immediate dismissal from the camp. Response to each situation is at the discretion of the director.

## »» Medical Treatment and Emergencies

This camp strives in every respect to provide a supervised and safe learning experience. However, it must be realized that a portion of the responsibility for this success also lies with you and your child during camp, outside of camp hours.

Camp staff are First-Aid/CPR/AED and lifeguard certified. Minor injuries and ailments are treated with over-the-counter medications (Children's Tylenol, Children's Benadryl, and Triple Antibiotic Ointment) where approved during camper registration.

A nurse is on call for any consultations deemed necessary by the camp director.

Major medical issues will be handled by calling 9-1-1. Parents/guardians are notified as soon as possible in the event of an emergency.

### **During camp, the director will contact you if:**

- Child is injured and we feel they need to be taken to the emergency room.
- If the child is running a fever over 100.0 degrees or vomiting.
- Child is having an unusual reaction to an insect bite, food, or allergy not recorded on the health history form.
- Child is having continuous behavior problems.
- Any health concern that arises which may require early pick up.
- If a campus emergency has resulted in offsite transportation.





## Lost and Found

TYCC has a lost and found box. Please ask your child to examine the lost and found box for any belongings before leaving. Labeling your child's items is highly recommended.

## Camper Insurance

The camp provides secondary, minor health and accident insurance during summer camp. The parent or guardian's policy is considered primary. **Only if the camper is uninsured would the camp's policy become primary.**

## Emergency Evacuations

In the event of an emergency evacuation, camp staff will attempt to contact all parents/guardians on the emergency contact list and leave a voicemail with location once at the evacuation site. Additionally, the same information will be provided to our FWC Regional Office in Lakeland and our headquarters in Tallahassee.

**IMPORTANT CONTACTS**  
TYCC Office (863) 370-2181  
Lakeland Regional Office (863) 648-3200  
Tallahassee Headquarters (850) 404-6125



## »»» Phones/Electronics

Camp is a time to connect with friends and the outdoors. **Please do not send a cell phone to camp with your camper(s).** If a phone is brought to camp, please know that staff will ask that the phone be stored in personal belongings for the duration of camp activities.

Cameras are permitted - waterproof or disposable cameras work best.

TYCC is not responsible for lost or broken electronics. If a child has a cell

phone and attempts to contact or is contacted by a parent/guardian, please inform the camp director to assure communication is occurring through the proper channels.



## FRIDAY FUNDAY!

On Fridays, we let loose and celebrate the last day of camp with some fun! We will bust out some fun, outdoor activities and provide campers with a tasty treat to enjoy before the weekend.

## »»» What to Bring

- Clothing should be appropriate for an outdoor environment. Campers will be active (paddling, fishing, bending, running, jumping, etc.). Clothing should fit comfortably and should not inhibit the listed activities. Clothing referencing alcohol, tobacco products, profanity, etc. are inappropriate and are not permitted.
- Whether in dry clothes or swimwear, clothing should cover from shoulder to around mid-thigh. Shirts and shorts/pants are required for all activities in or out of the water. **Be sure to send a change of clothes with your camper each day** so they have something dry to wear after any water-based activities.
- During activities, campers will get wet, muddy, etc. Please send clothing/items that can get dirty and leave expensive items at home.
- Closed-toe shoes with a closed heel and sides that can be wet and muddy are to be worn at camp. You may wish to send your camper with two pairs of shoes, so they have a dry option to change into after water activities. All shoes should meet the above specifications. **Crocs, flip flops, slides, or other non-protective footwear are not permitted.**
- Label everything—campers will mix their items up and this makes it much easier to get item(s) back to the owner.
- Pack enough lunch and snack foods to sustain campers for long days with high-energy activities.
- A reusable water bottle is required for all outdoor activities.



# »»» Packing List

## Recommended Daily:

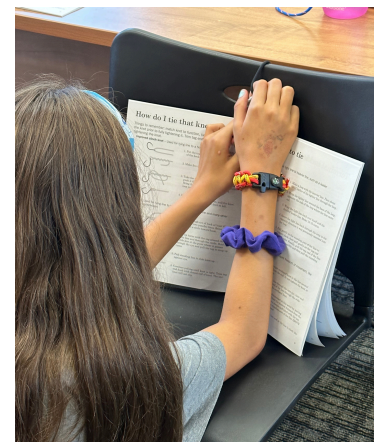
- Hat
- Sunglasses
- Reusable water bottle
- Sunscreen
- Insect repellent
- Long-sleeved sun shirt
- Towel
- Extra pair of closed-toe dry shoes
- Change of clothes
- Deodorant
- Neck gaiter/buff
- Raincoat

## Optional:

- Waterproof disposable camera
- Bag for wet or dirty clothes/shoes

## DO NOT PACK:

- Kayaking equipment
- Electronics
- Anything that could be used for practical jokes (shaving cream, stink bombs, toothpaste, etc.)
- Tobacco/Alcohol/Drugs
- Weapons
- Flammables
- Explosives
- Flip flops/Slides/Crocs
- Body spray/perfume



# »»» Payment Information

No payment is due at the time of application. You will receive payment information after confirmation that you have received a spot at camp. Payment is due 14 days after notification that you have been selected for a spot. If payment is not received by the deadline, your child will be unregistered from the selected camp.

Cancellation policy:

- Cancellation of a week of camp requires written notice. Please email any requests to [TYCC@MyFWC.com](mailto:TYCC@MyFWC.com) with attention to the Camp Director.
- Each camp registration includes a non-refundable \$25 deposit.
- Refund requests will be declined if the camper was sent home for disciplinary reasons or due to missing home.
- If your camper misses a day due to illness, please contact the Camp Director regarding partial refund policies.
- Cancellation/refund deadlines are as follows:
- More than 2 weeks prior to camp - 50% REFUND (excluding non-refundable \$25 deposit)
- Less than 2 weeks prior to camp - NO REFUND
- Approved refunds will be issued via check and cannot be refunded to a credit card. They may take up to one month to process.

If you are interested in our camps but unable to cover the cost due to financial limitations, we have scholarships available on a limited basis. Please contact [TYCC@MyFWC.com](mailto:TYCC@MyFWC.com) for more information.

Repeated behavior that is intended to or likely to hurt, control, or diminish another person emotionally, physically, or sexually.

- Ridiculing, taunting, name-calling, or intimidating someone
- Excluding or ignoring a member of the group
- Cyberbullying: using social or electronic media to harass, frighten, intimidate, or humiliate someone

Unwelcome and unsolicited behavior that is offensive, intimidating, humiliating, or threatening and creates a hostile environment. If a bully targets someone based on a discriminatory bias, the behavior is considered harassment. Often occurs over issues of including race/ethnicity/culture, religion, gender identity, sexual orientation, or physical or mental disability.

- Using racial slurs against another camper
- Excluding another camper based on a perceived difference
- Repeatedly teasing another based on stereotypes

## Abuse <<<

Camper on camper abuse happens without consent, without equality, and as a result of physical or emotional coercion or hazing.

Any instance of bullying or harassment will be addressed. Response is at the discretion of the camp director based on the severity of the behavior. Response may follow the three-strike policy outlined in the Code of Conduct. Severe or repeated instances will result in expulsion from camp. In all instances of bullying and harassment, the physical and mental safety of the camper being bullied or harassed is the top priority and will drive decisions related to response.

Any accusations of abuse are taken seriously and will be addressed in accordance with state law. This includes mandated reporting to the appropriate authorities and immediate expulsion of the person accused of committing the abuse.

# Confirmation of Information

Thank you for taking the time to review this information with your camper. This document is intended to set our camp families up for success and we hope that you are as excited about camp as we are!

By signing below, you confirm that you have read, understand, and agree to the information provided in this document. If further discussion is required by camp families and camp staff, information from this document will be referenced and any actions will occur based upon the policies and procedures outlined here.

Please bring this signed page with you to check-in on Monday morning of your camp week.

Parent/Guardian Signature \_\_\_\_\_

Camper Signature \_\_\_\_\_

Date \_\_\_\_\_