



**PARENT HANDBOOK**

**Birch State Park  
and  
Oleta River State Park**

## **WHAT IS CAMP LIVE OAK?**

Camp Live Oak is a summer day camp, which operates two sites during the summer months, and two sessions during the school year during winter break and spring break. Since our founding in 1989, the camp has been dedicated to environmental education, fun and creating an environment where campers develop a deep regard for one another and for the South Florida Ecosystem. The camps are located at Hugh Taylor Birch State Park in Ft. Lauderdale, and at Oleta River State Park in North Miami Beach

## **HOW DOES CAMP LIVE OAK DIFFER FROM OTHER SUMMER DAY CAMPS?**

There are a number of ways in which our camps stand apart. First, we are a camp working in a cooperative effort with Florida's State Park System to provide an environmental experience. We are unique as an opportunity for kids to experience the wonder and joy of curiosity, discovery and new knowledge in regard to nature in general and South Florida ecosystems in particular. Second, we are one of only a few American Camping Association (ACA) accredited camps in Broward and Dade Counties. This assures you that we meet and often exceed over 300 standards of health and safety, programming, staffing, and accountability set by the ACA. Third, in addition to meeting the ideal adult/camper ratio required for ACA accreditation, we meet that requirement by utilizing certified teachers, counselors, specialists, scientists, state guides, ecologists, environmentalists, and water safety instructors. All of these factors help us to assure you and your child (children) of a pleasurable and safe summer, full of positive learning experiences. Each staff member understands our philosophy that every child is gifted, special and unique and must be provided the means to allow each camper to develop self-confidence and independence by meeting challenges in a variety of safe, fun-filled activities. They make sure that campers get the individual nurturing and guidance they need to grow and develop. Our goal is to have each child spend their day feeling good about themselves. At Camp Live Oak we strive to remain flexible in providing a summer program with a wide range of creative, academic and recreational opportunities that are physically wholesome, mentally stimulating, satisfying and socially sound. We attempt, by policy and example, to foster sportsmanship, cooperation, self-discipline, respect for property and nature, leadership and recreational skills.

## **WHAT IS OUR SETTING LIKE?**

Hugh Taylor Birch State Park (Ft. Lauderdale), with its barrier island geography on the ocean at Sunrise Boulevard, is a 180-acre sanctuary and preserve of Florida as it appeared to the first European settlers on our shores. Here, our campers learn to appreciate the natural environment and ecology of their home area. Every day of camp, in a healthy mix of sun, dense shade and tropical breezes, campers learn about the wonders of their beaches, hammocks, fresh water lagoons and mangroves, which remain as a natural relic of what once abounded in coastal South Florida. They develop an understanding of their environment that they will carry with them into their adult lives. The camp utilizes various pavilions in the park for activities, and during inclement weather.

Oleta River State Park (North Miami), with its 1,043 unique acres of land and water, is located on Biscayne Bay in northeast Dade County. The park has the Oleta River and the beautiful Miami skyline as its prominent features. Inhabited from as early as 500 BC, this area has been the home of the Tequesta Indians and the earliest European settlers, providing each, in their turn, with a rich and varied habitat and diet. Campers will learn about the natural and cultural aspects of the Oleta River area. Every day of camp, in a healthy environment of shade, sun and tropical breezes, the beauty

and splendor of this area provides the perfect environment for campers. Under the supervision and watchful eyes of professional teachers and counselors, campers are sure to have a perfect summer experience.

## ACTIVITIES

Activities are carefully selected to be age-appropriate. They include a wide variety such as **hands-on science, swimming, canoeing, fishing, team-building, natural arts and crafts, archery, snorkeling, hiking, noncompetitive sports and games, and story telling, paddle boarding, surfing** (Birch) and **kayaking** (Oleta). Our science activities include explorations of the insect and reptile world, animals, understanding the sea creatures, mini archaeology digs, safari adventures, and oceanography. We also offer optional activities such as **Nature Photography, Dolphin Encounter** and **Mountain Biking** (Oleta). Additionally, there are numerous special activities each and every summer to complete the combination of camp learning and field experiences for a well-rounded summer of fun at Camp Live Oak. These special days include **Sleepovers** for campers and their families, Rock Wall climbing, Pony Rides, Guest Speakers, Field Trips, Adventure Races, Color Day, and Camp Cookouts. Because there is such a wide selection to choose from, not all activities can possibly take place during each session. Please refer to the session calendar for specifics.

## BUS SERVICE

Camp Live Oak will provide a daily bus service for our Ft. Lauderdale location at Birch State Park. A1A Transportation, a local company with an excellent safety record, offers the bus service Monday through Friday in both the morning and afternoon. The buses are routinely checked and serviced for maintenance. Parents who elect this service must sign up for BOTH morning and afternoon pick-up and drop-off. On each bus will be two staff members from camp to facilitate. The campers will arrive at Birch State Park each day by 9:00 am for the start of camp. In the afternoon the buses will pick up the campers from Birch State Park at 3:30 pm and return to the two drop-off points in Weston and Plantation. The staff members will remain with a child/children who has not been picked up yet by the designated time, and the camp office will then charge the parent \$10 per hour or any part thereof an hour. Please contact the main camp office so that our staff members may be informed of the tardiness. We understand certain circumstances are out of a parent's control; however, this late pickup can NOT be a regular occurrence. The staff members will assist in the disembarkation of the campers, and parents MUST CHECK THEIR CHILD/CHILDREN OUT WITH A STAFF MEMBER BEFORE LEAVING THE BUS STOP.

The Camp office will send a detailed Bus letter to each participating parent prior to the start of camp to notify parents of exact drop-off and pick-up times and places in Weston and Plantation. \* \*

If you have any concerns during the summer about the bus service, you may either contact the Camp Live Oak main office at (954) 491-2917 in Ft. Lauderdale, OR you may contact AIA Transportation at (954) 584-5877 in Ft. Lauderdale.

Please refer to the REFUND POLICY and CONDITIONS sections of this Parent Handbook as both of these sections apply if any serious disciplinary action is taken that would warrant dismissal from the bus service.

## **BUS SAFETY RULES, STANDARD OPERATING PROCEDURES, AND EMERGENCY PROCEDURES:**

Certain rules need to be followed while on the bus:

1. Campers must be seated at all times.
2. Campers must keep hands, arms and heads in the bus (Campers are never allowed to throw anything out of the windows).
3. In order to keep the buses clean, eating is not permitted on the buses.
4. We load one group on the bus at a time. (Counselors take a head count as the campers get on and off the bus).

If an emergency happens while in transit, or if the bus becomes disabled, the driver will notify the Camp office and the transportation director by cell phone. A replacement bus will be dispatched. If a camper becomes ill while in transit, the camper will be taken to the Health Manager upon arrival back at Camp.

If an accident occurs, the Camp staff follows the directions of the transportation driver and Camp Administrator. Emergency services will be summoned and the Camp Director will be notified. The Camp Director, Health Manager or Transportation Director will call the Camp Office. The parents of the campers involved will be notified.

All Camp buses are equipped with safety equipment; fire extinguisher and first aid kits. All transportation drivers are trained in first aid and some in CPR.

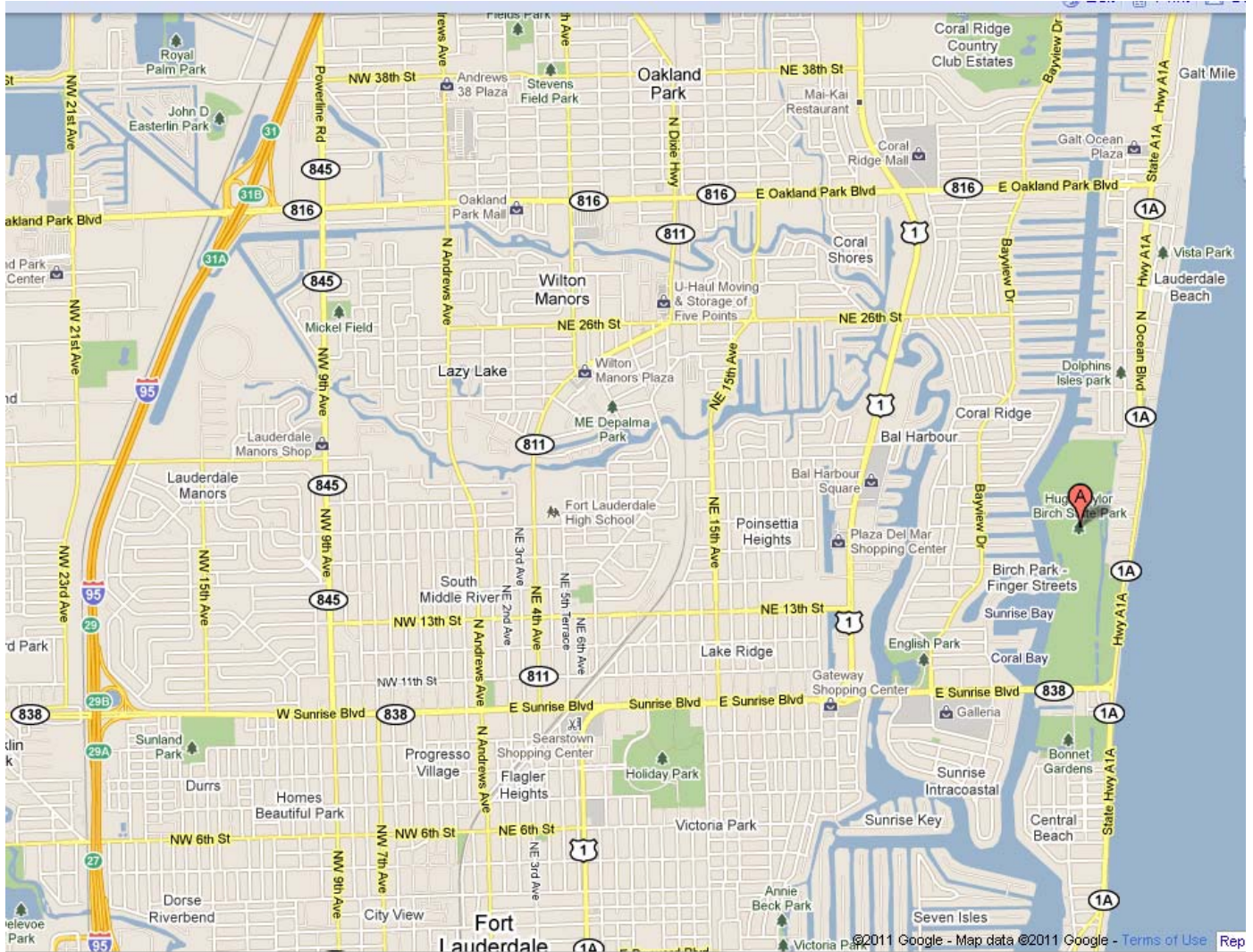
### **DAY TO DAY INFORMATION**

#### **DROP-OFF AND PICK-UP**

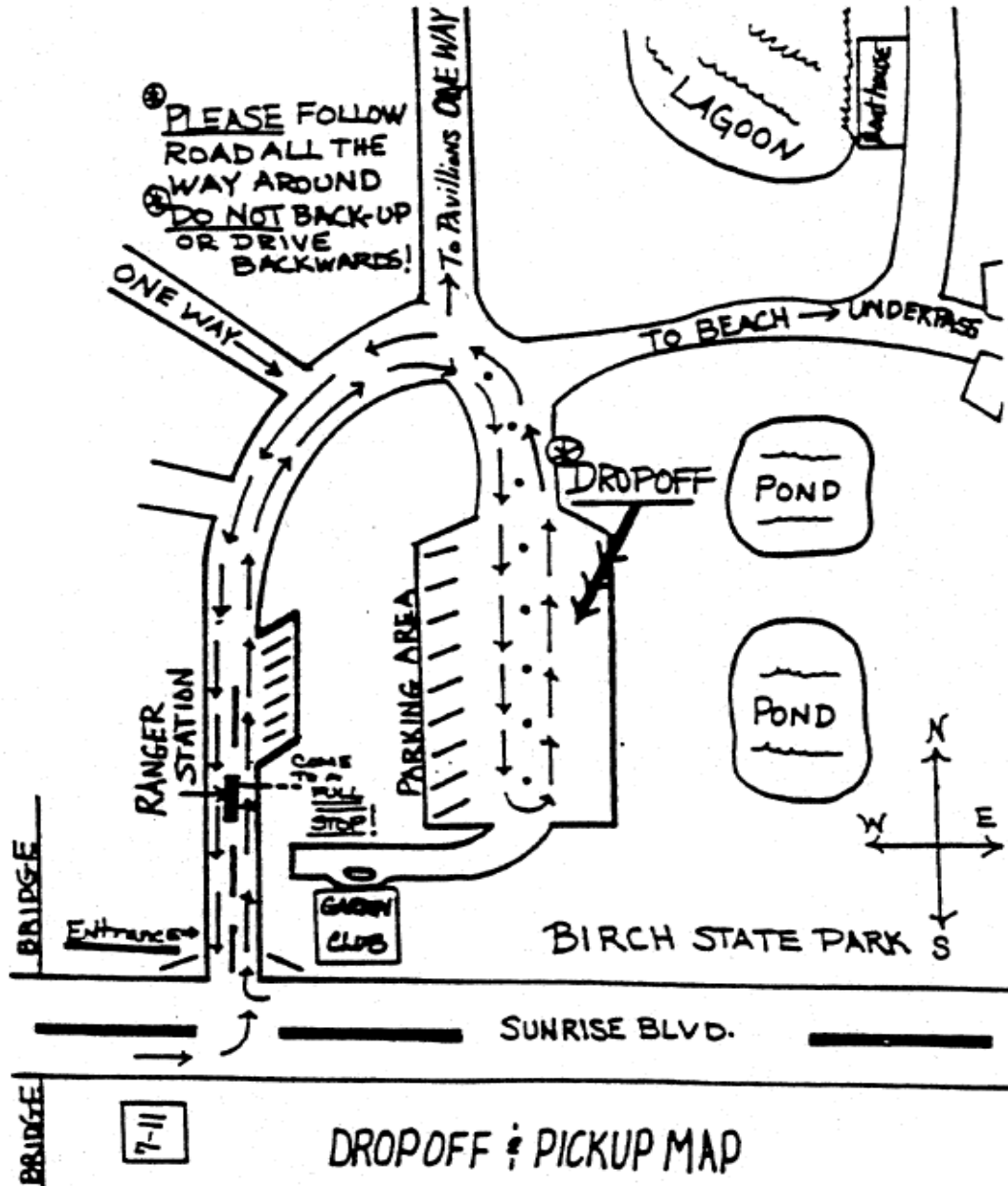
**Birch State Park (Ft. Lauderdale)** and Camp Live Oak have a specific procedure regarding drop-off and pick-up of all campers that must be followed to ensure the safety of the children as well as to obey the traffic rules set by the park. **This procedure must be adhered to at all times.** Enter the park through the **main gate** and come to a complete stop at the Ranger Station (Guardhouse). Be sure your **entry pass is displayed on the left-hand side** of the window. Those in car pools, please put the surnames of all the children you are picking up on the back of your entry pass in **bold, black marker**.

**The speed limit of 15 miles-per-hour must be followed** in the park at all times. Continue past the Ranger Station to the Beach Parking Lot. If you are going to Pavilion 1 or 2 to drop off or pick up your child (children), you must continue around the entire park obeying the speed limit at all times. Please **DO NOT BACK UP YOUR CAR TO TURN AROUND AS THE ROADS ARE PREDOMINANTLY ONE WAY!** Park Rangers will issue citations to drivers not obeying the rules of the park. In addition to the above, there is a Park District rule that must be adhered to. If any parent chooses to remain in the park and use the facilities during the camp day, they must go back to the Ranger Station and pay the required admission. When you are dropping off or picking up your child, or if you choose to visit Camp Live Oak during the day, there will be no admission charge.

**HUGH TAYLOR BIRCH STATE PARK IN FT. LAUDERDALE, FL**  
[3109 E Sunrise Blvd, Fort Lauderdale, FL 33304](https://www.flhhs.com/hotels/hugh-taylor-birch-state-park)

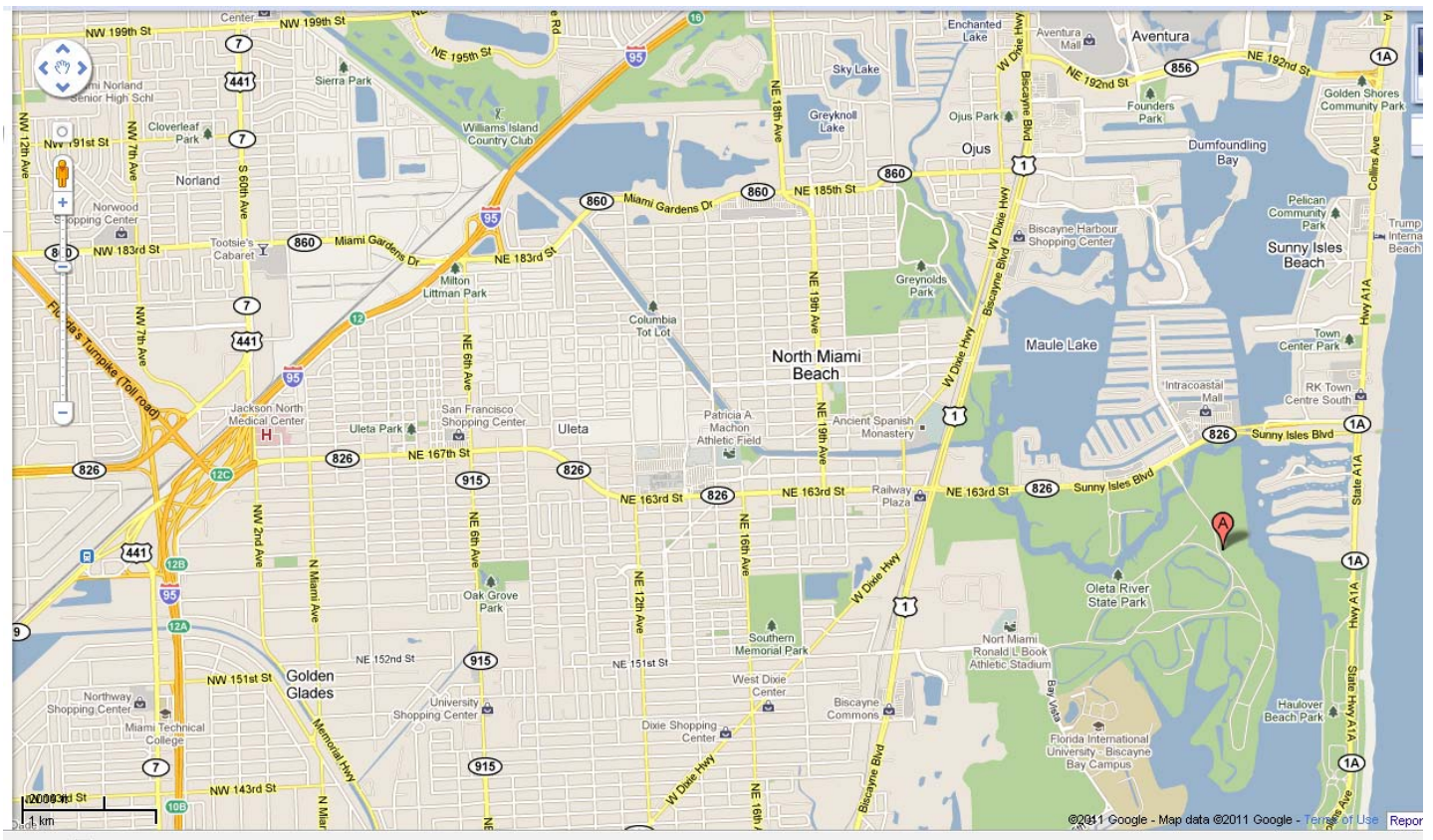


HUGH TAYLOR BIRCH STATE PARK  
DROP OFF AND PICK UP LOCATION FOR CAMP LIVE OAK

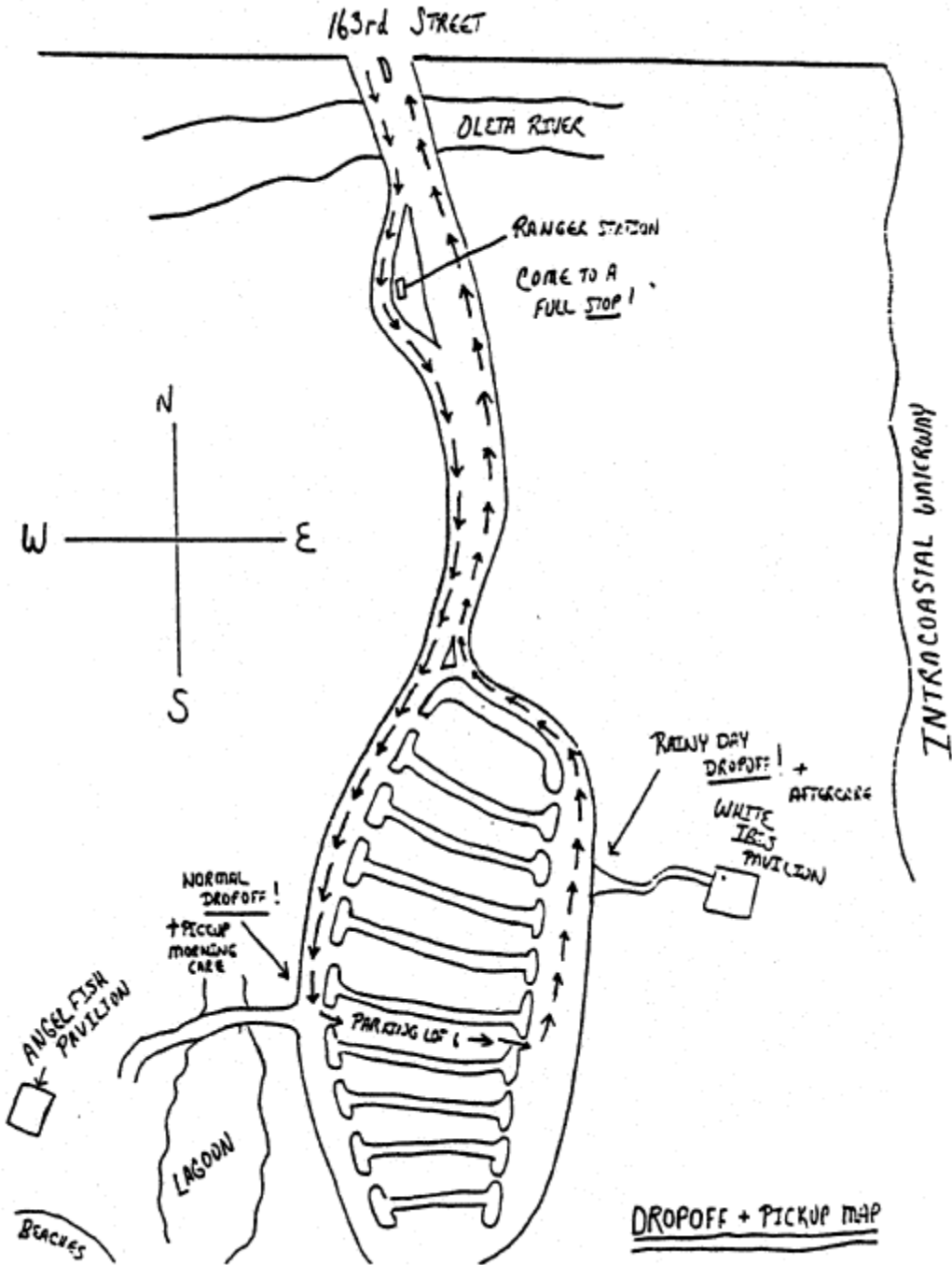


**Oleta River State Park (North Miami)** and Camp Live Oak have a specific procedure regarding drop-off and pick-up of all campers that must be followed to insure the safety of the children as well as to obey the traffic rules set by the park. **This procedure must be adhered to at all times.** Enter the park through the **main gate** and come to a complete stop at the Ranger Station (Guardhouse). Be sure your **entry pass is displayed on the left-hand side** of the window. Those in car pools, please put the surnames of all the children you are picking up on the back of your entry pass in **bold, black marker.** **The speed limit of 15 miles-per-hour must be followed at all times.** To drop off or pick up your child, continue past the Ranger Station to the sign that says “BEACH” on the West Side of the Parking Lot. When dropping off or picking up YOU MUST pull into the designated parking lane for drop-off or pick-up points. After drop-off or pick-up you must continue to go around the entire park obeying the speed limits at all times. Please **DO NOT BACK UP YOUR CAR OR TURN AROUND!** Park Rangers will give citations to drivers not obeying the rules of the park. In addition to the above, there is a Park District rule that must be adhered to. If any parent chooses to remain in the park and use the facilities during the camp day, they must go back to the Ranger Station and pay the required admission. However, when you are dropping off or picking up your child, or if you choose to visit Camp Live Oak during the day, there will be no admission charge.

**OLETA RIVER STATE PARK, N. MIAMI BEACH, FL**  
[3400 NE 163rd St, Miami, FL 33160](http://www.floridastateparks.com/oleta-river-state-park)



**OLETA RIVER STATE PARK  
DROP OFF AND PICK UP LOCATION FOR CAMP LIVE OAK**



## CARPOOL LIST

Camp Live Oak makes available a list of parents interested in carpooling from various areas of the county. This carpool list is available from the directors at Orientation before the camp summer begins and is updated throughout the summer sessions. You may call the camp office for assistance with the carpool list. If you are interested, please call us.

## EXTENDED DAY

If your child is enrolled in the **Extended Day Care Program**, the hours for **drop-off and pick-up** will be between **8:00 - 9:00 AM and 3:30 - 6:00 PM**. For those attending Camp only, the hours will be **8:50 - 9:00 AM and 3:30 - 3:45 PM**. Children **MUST BE SIGNED OUT** when picked up from After Care! **After 6:00 PM there will be a fee of \$5 for each 15 minutes or portion thereof**. Please remember that no one may pick up your child unless they are on the release form or we have a note for that particular exception to your usual pick-up. This policy is for the security and safety of your child. **For emergency care** if your child is not signed up for Extended Day Care, we will charge \$10.00 to be paid at time of pick-up. **After 6:00 PM there will be a fee of \$5 for each 15 minutes or portion thereof**. Please understand this is an emergency, not a recurring pattern of delay. We are staffed for paying after care campers only.

## ITEMS TO BRING

Because we are an environmental OUTDOOR camp, please pack the following items in a study backpack for your camper to bring each day. **ALL items MUST be labeled with your child's name:**

- **Sunscreen** (a layer should be applied to the campers before they arrive at camp in the morning and then we'll reapply throughout the day)
- **Insect Repellent**
- **Swim Suit** (to be worn to camp in the morning)
- **Towel**
- **Hat**
- **Lunch** (In a Personal Hard Plastic Cooler that locks shut or you can preorder Lunch at camp, call the Camp Office for more information)
- **Reusable Water Bottle** (not a disposable plastic bottle)
- **Sneakers (must be worn each morning) and Beach Shoes should be packed in the backpack** (sandals, water shoes, Crocs, etc). **Note: For 5 year old campers, if possible, it would be helpful to have velcro shoes to facilitate transition times from swimming to other activities.** Some of these items (\*\*) can be purchased from the camp store before the summer begins (at Open House), or after the summer begins by using the order form available at the park. Because we are an outdoor camp, we require the use of sunscreen and a hat each day. While temperatures are usually fairly pleasant, the intensity of the South Florida Sun is a factor to always be aware of. Although insects can be a nuisance, we are at the beach; therefore, they tend to be kept at a minimum by sea breezes.

## RAINY DAY INFORMATION

**Birch State Park (Ft. Lauderdale):** On rainy days, please drop off your children at **Pavilion #1 or #2**. Please list the names of your children and all of the children in your car pool in **7 black magic marker** on the back of your green entry pass. If it is raining when you pick up your children, please pull up to the Pavilion and hold up the back of the green entry pass, clearly showing the children's names, and we will bring the children to your car. **Rest assured that the children are safe in the pavilion on rainy days. The Pavilions are grounded and have awnings around them when needed.**

**Oleta River State Park (North Miami):** On rainy days, please drop off and pick up your children at the **White Ibis Pavilion**. Please list the names of your children and all of the children in your car pool in **black magic marker** on the back of your green entry pass. If it is raining when you pick up your child, please pull up to the pavilion and hold up the back of your green entry pass, clearly showing the children's names. We will bring the children to your car. We will NOT walk children to cars in the case of LIGHTNING; PLEASE be patient!

**Rest assured that the children are safe in the pavilion on rainy days. The Pavilions are grounded and have awnings around them when needed.**

## EMERGENCY CONTACT OF THE CAMP

**Birch State Park (Ft. Lauderdale):** If at any time during the day while camp is in session you need to call for an **emergency**, the camp **emergency number is (954) 684-3690**. Please use this number for **emergencies only**. If you have a message for any staff member or for your child that is **NOT AN EMERGENCY**, please call **(954) 491-2917**. This number will be checked for messages throughout the day.

**Oleta River State Park (North Miami):** If at any time during the day while camp is in session you need to call for an **emergency**, the camp **emergency number is (954) 684-3690**. Please use this number for **emergencies only**. If you have a message for any staff member or for your child that is **NOT AN EMERGENCY**, please call **(305) 940-4748**. This number will be checked for messages throughout the day.

## HEALTH INFORMATION

Please remember that your child **cannot start camp without his/her health form** on file. Campers under the age of 6 must have turned in a **PHYSICIAN SIGNED** copy of current (within one year of camper's starting date) Certificate of Good Health (HRS Form 3040) and Florida Certificate of Immunization, including a TB test (HRS Form 680).

For campers visiting from another country, please bring a copy of your child's immunization records from your country of origin.

We encourage your child to participate in every activity. A **written note from the parent** is required if the child is to be excused from participation.

If your child requires medication, please make sure to have an **Authorization for Medication Form** filled out and turned in to camp before your child's first day. Medication must be turned over to the Camp's On-Site Director in its **original bottle with the instructions printed clearly on the label**.

## **SICKNESS**

Please keep your child at home if he/she seems listless, unusually irritable, complains of a stomachache, headache, or earache, or seems to be unusually pale or flushed. It is better to be overcautious than to risk exposing the rest of the children and staff to contagion. From experience, we have found that in most cases, you will soon be back to pick them up. A child should remain at home for 24 hours after a temperature goes down.

We are equipped to deal with minor cuts, scratches, abrasions, insect bites, dispensing of medications (oral or topical), etc. EMS is located directly adjacent to Birch State Park in the event of a more serious injury. EMS is located within 3 miles of Oleta River State Park on Biscayne Blvd. in the event of a more serious injury. Please be sure to indicate any special medical concerns on the health form. It is important that we also be aware of any special concerns including ADHD, ADD, etc. and the medications needed before the start of your child's session.

Please notify the camp immediately if your child incurs a contagious disease, or is exposed to a contagious disease. The director will notify you if and when it is necessary to keep him/her home. This is determined according to the rules of the local board of health.

Please notify the camp if you are going to be away for several days, and who will be caring for your child in your absence. Often, your absence may account for unusual behavior or anxiety on the part of your child. Also, it is important for us to know who is responsible for your child in your absence.

In the past sea lice and head lice have not been much of a problem; however, should a problem occur, we will notify you. We will also inform the other camp families with a printed sheet sent home with campers.

## **CAN I VISIT MY CHILD AT CAMP?**

Parents are not only permitted to visit their camper, they are encouraged to visit. However, for the smooth running of the programs, you are requested to let us know in advance what day you would like to visit (we suggest a lunch with your child would be enjoyable for both of you), and that you **limit your visit to one or two times during the session**. We would also like to suggest that older campers often are very much into the independence that the camp experience affords them. It is in the best interests of all concerned to determine your child's feelings about a camp visit from Mom or Dad ahead of time.

## **OFFICE HOURS**

The Camp Live Oak office will be open from 10:00 AM until 4:00 PM. If there is anything that needs to be discussed, or any information that needs to be delivered to the camp director, as well as any problems that may have arisen, you may call the camp director. If you would like to call the camp office and leave a message in a non-emergency situation, please call the office at **(954) 491-2917 in Ft. Lauderdale** OR **(305) 940-4748 in North Miami**. These phones will be checked for messages

throughout the day. If this is an emergency, call the camp director on his cell phone at **(954) 684-3690**.

## **PARENT SUPPORT**

When you enroll your child at Camp Live Oak, you are entering a special community of parents and camp staff concerned with providing the best possible camp experience for children. Members of the community share a belief in the philosophy and expectations of Camp Live Oak as well as the professionalism of its staff and directors. Through their positive involvement, appropriate conduct, and cooperative spirit, parents demonstrate their commitment to the goals and ideals of the Camp Live Oak experience. To this end we hope parents will:

- Be a collaborative partner and facilitator in your child's camp experience, recognizing the counselor/instructor's role as director of instruction.
- Be supportive of the camp with your child.
- **Communicate** with the camp counselor or directors **as soon as concerns arise**. We know that you are aware that counselors/instructors are trained professionals worthy of respect because of their expertise and their deep commitment to children. We are committed to solving problems, but cannot solve a problem we are not aware of.
- Encourage your child to participate in all camp activities. Always keep in mind that we are here for you as well as for your camper.

## **WHAT IS A TYPICAL DAY LIKE?**

<b>8:00</b>	<b>Optional Extended Day Program</b>
8:50	Drop-off in the designated parking lot
9:00	Campers and counselors go to program areas
9:00 - 12:00	Program Activities ( <i>may include art, swimming, sports, canoeing, archery, science, etc.</i> )
2:00 - 12:30	Lunch in Pavilions 1 and 2 or Marina Area (Birch); Lunch in AngelFish Pavilion (Oleta)
12:30 - 3:05	Program Activities ( <i>may include art, swimming, sports, canoeing, archery, science, etc.</i> )
3:05 - 3:10	<b>SNACK</b>
3:10 - 3:20	"Positive Sharing"/Clean up
3:20 - 3:30	Prepare for dismissal
3:30	Dismissal – Parent Pick Up in designated parking lot
3:30 – 6:00	<b>Optional Extended Day Program</b>

Campers participate in some activities such as swimming, science, art, sports, etc. are every day. Other activities such as canoeing, fishing, and archery rotate during the week. Other special activities such as field trips, guest speakers, camp cookouts, etc. occur throughout the summer.

## **FIELD TRIP DAYS**

Please refer to the camp calendar for specific field trips and dates. All field trips are educational in nature. We use buses that are equipped with seat belts and air conditioning if possible. We require campers to wear the Camp Live Oak T-shirt on all field trips. While on field trips we utilize the buddy system, and send along more than adequate staff numbers. Although we would like to be able to allow parents to attend, background check requirements necessary for children's supervisors and ACA standards prohibit us from allowing this.

## OVERNIGHT SLEEPOVERS

The **Starlight Sleepover** takes place at Birch State Park; however campers from both locations are invited to join in on the fun! This overnight event features a sing-along around a roaring campfire, after dinner games and fun entertainment. Children from both locations are invited to stay overnight in the air conditioned cabins at Birch State Park for a fun filled night including a drum circle around the camp fire, a night walk to the beach to observe baby Sea Turtles hatching, star gazing and sing alongs! All campers will enjoy a hearty dinner, toasty sm'ore dessert and a terrific breakfast as part of the registration. Camper's friends are also invited to join in on the fun by registering to participate even if they don't attend during normal camp hours. If you are already attending camp, please call the camp office to register for the Starlight Sleepover. Although we would like to be able to allow parents to attend, background check requirements necessary for children's supervisors and ACA standards prohibit us from allowing this. Other sleepovers may be offered from time to time. You will be notified of these.

The **Family Sleepover** takes place at Oleta River State Park; however campers and their families (4 people max) are invited to join in on the fun! This fun filled family event will be open to all camp families and have great day activities such as canoeing, kayaking, archery, swimming, fishing, and games. As the sun sets, a hearty meal will be provided followed by a roaring bonfire complete with delicious s'mores! You and your family can take a night hike and discover the sounds and sights of this beautiful park or sit back and relax as we sing songs around the campfire. Once taps are sounded, retire to your very own air-conditioned cabin. A light breakfast will be provided the following morning.

## SPECIAL ACTIVITIES AND PROGRAMS AT CAMP

Each summer we have a variety of special events and activities at camp. Below are several that are offered, but be sure to check the Camp Website for more detailed information.

**One Week Ocean Quest Session** - Ocean Quest is open to campers ages 5 - 13. Campers ages 5-8 will go on a field trip to the Miami Seaquarium. This is a unique field trip because we have entered into a partnership with the Seaquarium, which allows us to tour "behind the scenes" happenings. Campers ages 9-13 attend a field trip to John Pennekamp at Key Largo. For our field trip to Key Largo, children **MUST** be at least 9 years old: younger children will go on the Miami Seaquarium trip. Campers delight in this one-week of summer camp that is totally dedicated to a study of the seas around us and the effects of the changing ocean environment. Ocean Quest is a hands-on learn by-doing experience, with laboratory observation and experiments, a study of the reefs and sea life, snorkeling and so much more. (See camp application form for prices and registration information.)

**Independence Day BBQ & Parade** - We will **celebrate the 4th of July** on another camp day (as the 4th is a holiday) with a cook-out and special activities. Please look for a flyer during the summer regarding our picnic and parade. The cookout menu typically includes:

- An all-kosher grill cooked with kosher utensils (at Oleta only)
- Kosher Hot Dogs on a bun w/ ketchup and mustard
- Potato Chips
- Watermelon or assorted fruits
- Gourmet Cookies Gatorade

**Wild Safari Photography** - Photo Safari is a wonderful opportunity for your campers to get up and close with Nature Photography. Each camper received a disposable camera and works with the instructor for one hour each day for one week. They will learn about lighting, angles, focus and more all while using the beautiful park as their subject matter. At the end of the week all campers will receive their printed photos and select one photo to be enlarged for a great summer souvenir or gift for a loved one. Photo Safari is recommended for children ages 8 and above. Photo Safari takes place the 3rd week of each session. Photo Safari takes place during regular camp hours, but campers will never miss out on their daily swim time.

**Dolphin Encounter** - Campers ages 5-13 can participate in this fun filled shallow water program and learn from the aquariums marine mammal training staff about dolphins, the wonderful gentle creatures of the sea! This is a one day, optional program that is only offered during specified weeks of camp each summer.

Campers will participate in a 15 minute educational classroom presentation prior to entering the water and then hop into the water with the dolphins for a 30 minute session that will include touching, feeding, and playing with the dolphin. This trip is sure to be a memorable experience! There is a very limited number of spaces for this trip.

**Mountain Biking (Oleta location only)** - Since the introduction of our mountain biking program at Oleta River State Park back in 2008, it has become a true favorite among our campers! Oleta River State Park offers miles of trails that campers can enjoy under the watchful eye of our experienced instructors. This program is only available during specified weeks during the summer. Please check the Camp Website for more details.

Campers will spend the half of the day for an entire week, learning about bike maintenance, safety techniques, and riding techniques. They will then hit the extensive 15 mile trails within Oleta River State Park to practice what they've learn. Skill level will be determined by our staff and campers will work their way up through a variety trail levels ranging from novice to expert. Mountain Biking takes place in the morning during regular camp hours, however campers will never miss their daily swim time.

Camp Live Oak provides Giant mountain bikes, helmets and protective gear. Mountain Biking is only offered at Oleta River State Park only for children ages 10 to 13.

### **HOW RUGGED IS CAMP LIVE OAK? WILL MY CHILDREN BE SAFE?**

Because of our accreditation by ACA you can be assured that our facilities meet all of the high standards required of any camp, day or residential, required by that organization in order to be certified to be accredited by them. That includes facilities and staff requirements. All of our programs have been scrutinized and determined to be appropriate and safe for your camper. In addition, being located at a state park, although public facilities, we are under the watchful eyes of the park administration and receive special care from the park rangers. These great men and women are also often involved in the special programming about the park environment, and the plants and animals found within its boundaries. In addition to our own procedures for emergency weather situations, we are also bound by the park regulations, thus ensuring your child of the safest environment around. Although we are located in a state park, our activities are no more strenuous than those offered by a typical day camp. However, they do often tend to be more interesting than the usual.

## **ARE THERE ANY PRACTICES OR POLICIES THAT I SHOULD BE ESPECIALLY AWARE OF?**

Naturally, items such as: illegal drugs, alcohol and smoking are not allowed at camp.

**Nutritious Lunch** - It is the responsibility of the parent to provide a nutritious lunch for their child/children each day of camp. For example, a nutritious lunch might include a juice drink, fruit, sandwich, and pretzels. Please be aware that Camp Live Oak is not responsible for providing lunch. The camp will always provide plenty of water, energy drinks, and snack. Candy and sodas are highly discouraged. Juices and healthy snacks are encouraged.

**Animals** - No pets may be brought to camp... Park animals are protected. No one is permitted to feed the raccoons, or any other of the vertebrate animals, except the fish, which seem to get plenty of food during fishing time. We practice a catch-and-release policy in regard to fishing. State Law states that nothing, living or non-living, that is a part of the park grounds may be removed from the park.

**Gratuities** - Camp Live Oak neither encourages, nor discourages gratuities to camp staff. This is an individual matter. Please do not ask camp administration to suggest how you should handle this.

**Camper Birthdays** - Campers celebrating birthdays are permitted to bring a special snack to camp to share with their immediate group. This is usually done in the form of cupcakes or similar snack. This is an individual choice on the part of the parent and their camper. Please notify the camp if you are planning on doing this.

**Valuables at Camp** - Since we provide all the necessary equipment for all activities — Please, no radios, cell phones, knives, toys, electronics, etc, or other valuables should be brought to camp. Items from the camp store should be ordered ahead of time so that campers have no need to carry money. The camp cannot be responsible for valuables brought to camp if they are lost, stolen or broken while at camp.

## **HEALTH INSURANCE**

Camp Live Oak carries camper health insurance, which is secondary to camper's family insurance. In the case of an accident or injury, please contact the camp office or an onsite director immediately, and obtain the necessary insurance forms. Please remember that an injury or accident must be reported to the camp by a counselor, by you, or a camper in order for our insurance to be in affect. If an accident or injury occurs and is known to a counselor, they are required to file an accident report. Campers are encouraged to let counselors know if they fall, or injure themselves. Sometimes campers do not admit that they are injured more seriously than they appear. Camp staff and administration take all injuries seriously.

## **GENERAL INFORMATION**

**Refund Policy** - CLO has a non-refund policy. Only in the case of extreme medical emergency will this policy be reviewed by the Board of Directors. This policy also applies if your child is dismissed due to disciplinary action based on his/her behavior or misconduct. If your child does not attend camp during his/her session we do not offer Refunds or Make-Up days.

**Dress** - Campers are requested to wear comfortable shorts and t-shirts with sneakers, or comfortable playground shoes. Bathing suit and towel will be needed for camp during swimming. PLEASE LABEL ALL ITEMS. A Camp Live Oak t-shirt is required for all field trips and can be purchased at our orientation as well as the first Monday of each session.

**Weather Emergencies** – Camp Live Oak is an Environmental Day Camp. The program and activities are conducted in natural outdoor settings. The camp has protected facilities for normal inclement weather conditions. For national weather emergencies wherein public and private facilities are closed, please turn your TV to channels 6 & 7 or Y100 on your radio for announcements. Camp Live Oak has a NO REFUND and NO MAKE-UP DAYS POLICY for those days.

NOTE: In the rare event of extremely inclement weather in the morning, call the main camp office at (954) 491-2917 in Ft. Lauderdale or (305) 940-4748 in North Miami to check the answering machine to see if there is a message that camp is cancelled.

**Conditions** – Camp Live Oak reserves the right to dismiss any camper without a refund, where conduct is detrimental to campers. Each camper is responsible for the condition of Birch State Park's property or Oleta River State Park's property, and parents may be billed for any damage caused by a camper. CLO WILL NOT MAKE UP SICK DAYS OR GIVE REFUNDS FOR MISSED TIME.

**Evaluations** - Parents will be emailed Camp Evaluations weekly. We encourage your feedback regarding all of our programs!