



Parent Handbook

Birch State Park

Revised 4/27/2026

WHAT IS CAMP LIVE OAK?

Camp Live Oak is a summer day camp, which operates during the summer months, winter, and spring breaks. 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. Camp is located at Hugh Taylor Birch State Park in Ft. Lauderdale.

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 were the FIRST and are one of only a few American Camp Association (ACA) accredited camps in Broward County. 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.

At Camp Live Oak we respect and value diverse life challenges, creating an environment that is inclusive for all. CLO is committed to a diverse, inclusive, and equitable environment where all Campers, staff, and volunteers feel respected and valued regardless of gender, gender identity, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. We respect the value that diversity brings to our camp. We're committed to modeling diversity, inclusion, and equity and maintaining fair and equal treatment for all.

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, campers are in a healthy mix of sun, dense shade and tropical breezes, campers learn about the wonders of their beaches, hammocks, fresh water lake 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.

HOW RUGGED IS CAMP LIVE OAK? WILL MY CHILD 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 (background checks/fingerprinting/sexually offenders check).

All of our programs have been scrutinized and determined to be appropriate and safe for your camper. Campers are placed into groups according to age and all activities are modified in accordance with those groups.

Although we are located in a public facility, we are under the watchful eyes of the park administration and receive special care from the park rangers. They have routine drive thrus in the park and all staff have direct phone numbers to park management in case of an emergency. In addition, local authorities are notified about our program, prior to each camp session and routinely drive through the park to ensure our safety.

Camp Live Oak has strict procedures for emergency weather situations, and we are also bound by the park regulations, thus ensuring your child of the safest environment around.

Although we are an outdoor camp, our activities are no more strenuous than those offered by a typical day camp. Our professional staff undergo intensive training prior to camp in all aspects of camper health care and wellbeing. They are extremely vigilant and make sure your camper drinks enough water and has proper sun protection.

CAN I VISIT MY CHILD AT CAMP?

Your child's time at camp is an opportunity for them to grow, learn, and socialize with their peers. Although a camper may start off shy and hesitant about their camp experience, children come to enjoy the independence that the camp experience has to offer. If you would like to schedule a lunch date with your child, we request that you notify the admin office a day in advance. We limit camp visits to **one time per summer registration**. 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.

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.

8:00 Park Opens/Optional AM Care

8:50 – 9:15 Drop-off in the Beach parking lot

9:15 Campers and counselors go to program areas

9:25 - 12:00 Program Activities (*may include art, swimming, sports, canoeing, archery, science, etc.*)

12:00 -12:30 Lunch in the Live Oak Pavilions

12:30 - 3:00 Program Activities (*may include art, swimming, sports, canoeing, archery, science, etc.*)

3:05 -3:10 SNACK : Popsicles

3:10 -3:20 "Positive Sharing"/Clean up

3:20 -3:30 Prepare for dismissal; head to pick up area.

3:30 - 3:45 Dismissal; Parent Pick Up in designated parking lot

3:45 - 6:00 Optional PM Care. Campers participate in arts and crafts activity, organized sport, hikes, and games for the first hour to hour and half. Board games, art supplies, and other materials will be available for the campers use afterward. Snacks Provided.

OFFICE HOURS

The Camp Live Oak office will be open from 9:00 AM until 5:00 PM during summer camp sessions. 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) 563-4880 in Ft. Lauderdale**. Our office staff will be able to take a message for the Directors. If this is an emergency, call the Executive Director on his cell phone at **(954) 684-3690**.

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. If you need immediate assistance, **please contact the Executive Director at 954-684-3690**.

We are aware an emergency may arise that might cause a parent to be late in picking up a camper. If you are involved in this sort of situation, please do not worry as your camper will be placed in After Care if you are late. Any child who has not been picked up by 3:45pm will be taken to aftercare where they may stay until 6pm. **An emergency late fee of \$10.00 will be collected for this service at the time the camper is picked up that same day.** Please understand that this service is for emergencies only and not a recurring pattern as our staff is prepared for After Care campers only.

BE A PREPARED CAMPER...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)
- **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.

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, though in cases where a child forgets his or her lunch, the on-site Director will provide him/her a lunch. **The fee for this lunch is \$8.50 and will be charged to your account.**

The camp will always provide plenty of water, energy drinks, and a small snack. Candy and sodas are highly discouraged. Juices and healthy snacks are encouraged.

Daily Transportation Service

Camp Live Oak does not provide transportation service.

Van Transport (pi Anglers & Teen Eco Program)

During our Teen Eco/ Salty Angler program, your teen will have the opportunity to visit some exciting locations in South Florida. Travel to and from these locations will be provided by Camp Live Oak, via a rented 6 or 15 passenger van. Weekly maintenance records are kept for these vehicles and are routinely checked and serviced. All vans are equipped with emergency roadside kits, first aid kits, seatbelts, and fire extinguishers.

All parents will be notified via email of all upcoming field trips, along with drop off and pickup times and locations. In case of a change of drop off or pick up location or that the bus is running late, all parents will be notified by phone/text message via the Executive Office.

VAN SAFETY RULES, STANDARD OPERATING PROCEDURES, AND EMERGENCY PROCEDURES:

- 1 Campers must be seated at all times with seatbelts fastened.
- 2 Campers must keep hands, arms and heads in the van (Campers are never allowed to throw anything out of the windows).
- 3 In order to keep the vans clean, eating is not permitted.

If an emergency happens while in transit, or if the van becomes disabled, the driver will notify the Camp office and Executive and Associate Director by cell phone. A replacement van will be dispatched. If a camper becomes ill while in transit, the Teen Eco/ Salty Angler Coordinator will notify the Executive Director, who will then notify the parent via phone. The camper will then see the onsite Director upon their arrival to camp or be handed over to their parent upon pick up.

If an accident occurs, the driver will notify the Executive Director and Emergency services. The parents of the campers involved will be notified via phone by the administrative staff located at the office. Specific details will be given at that time.

If trips are running late, parents will receive a text notifying parents of pick-up time changes.

**DAY TO DAY INFORMATION
DROP-OFF AND PICK-UP
Birch State Park (Ft. Lauderdale)**

Camp Live Oak has 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). Your parking pass will be emailed to you once your registration and payment is complete. If you are in need of additional passes, the onsite Director will be able to provide you with them. 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. Local law enforcement and Florida State Patrol will ticket anyone that does not adhere to local speed limits and posted signs!!!

Continue past the Ranger Station to the **Beach Parking Lot**. If you are going to Banyan or Live Oak pavilion 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!!!
Children and Wildlife are in the area.**

PLEASE FOLLOW THE LOOP ROAD ALL THE WAY AROUND THE PARK, AS THE ROAD IS ONE WAY! YOU WILL BE TICKETED!

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.

Salty Angler fishing camp: For parents dropping off and picking up their campers for the Salty Angler Fishing camp:

Drop off: 8:50AM – 9:15AM Manatee pavilion (North Intracoastal)

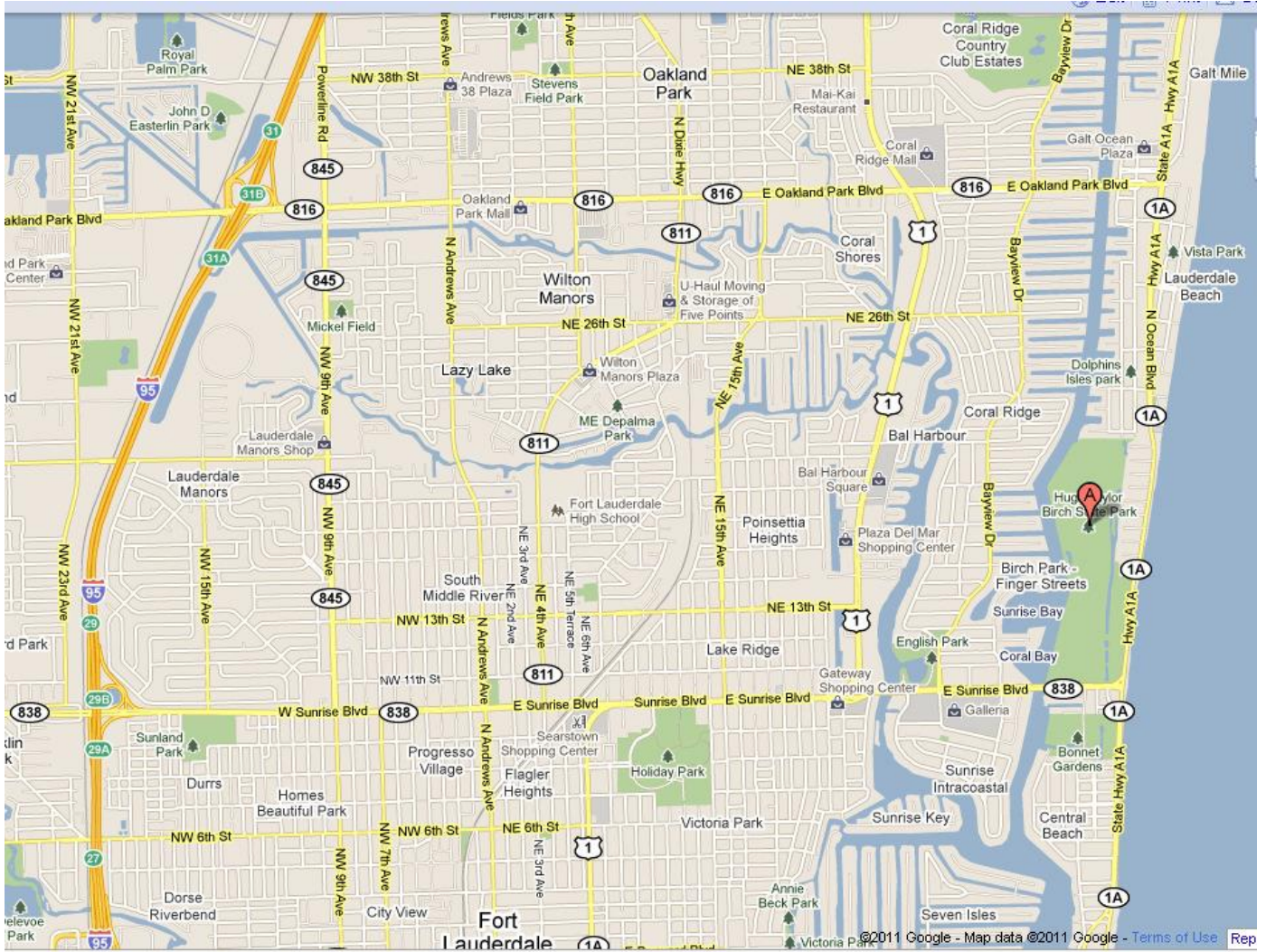
Thursday Drop off: 7:30AM **Fish headquarters:** 301 Seabreeze Blvd, Fort Lauderdale, FL 33316

Pick up: 3:30PM **Beach Parking Lot**

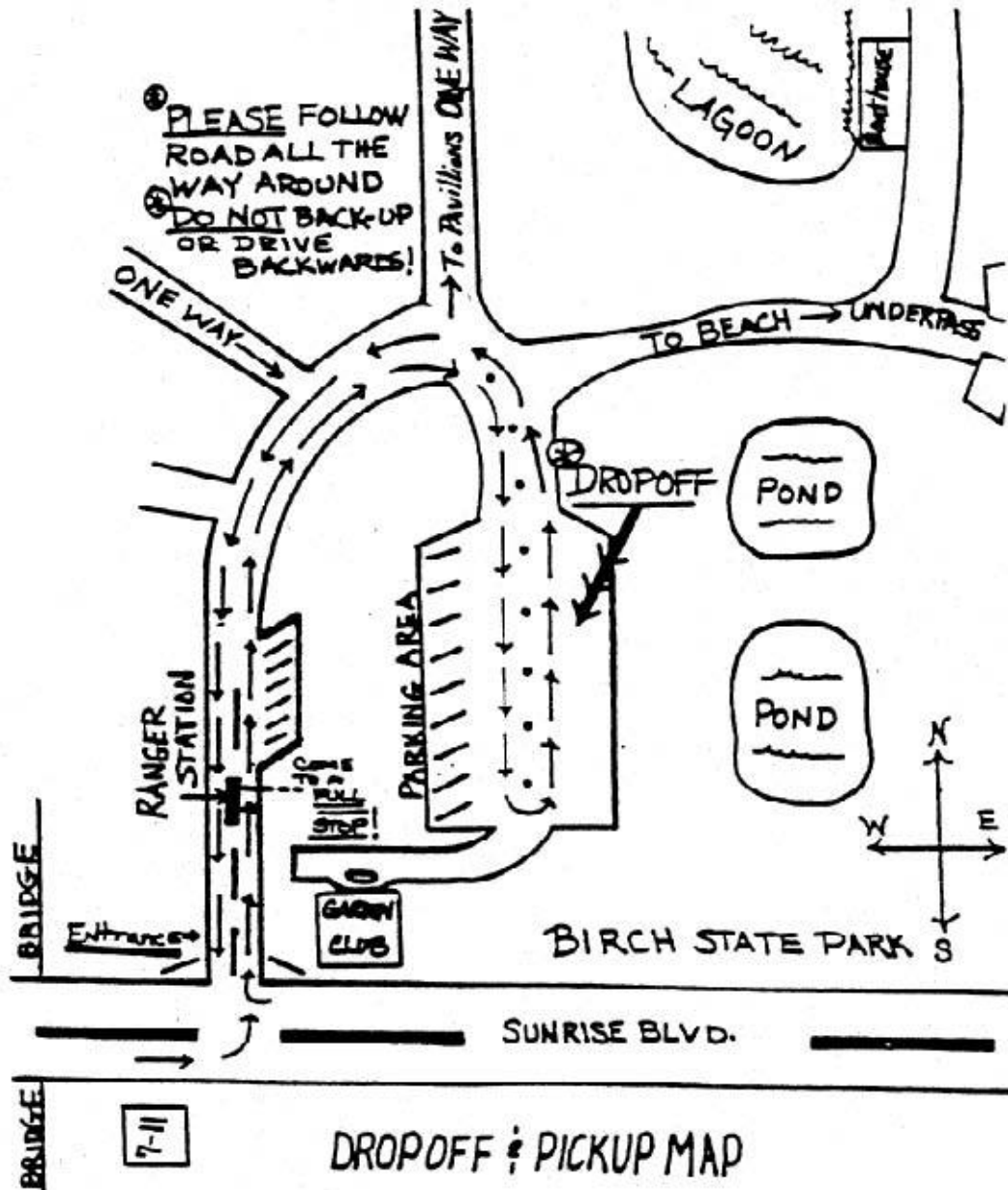
Early drop off: 8AM **Live Oak Tent** (North of the playground)

Please see the following two diagrams which show the location of Birch State Park and the map of pick up and drop off procedures.

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



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



RAINY DAY INFORMATION

Birch State Park (Ft. Lauderdale): On rainy days, please drop off your children at the **Live Oak pavilion**. Please list the names of your children and all of the children in your car pool in a **black marker** on the back of your 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 park pass, clearly showing the children's names, and 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) 563-4880**. This number will be checked for messages throughout the day.

HEALTH INFORMATION

Your child's health and safety are our first priority at Camp Live Oak. All of our staff are First Aid and CPR Certified and many staff members are also certified in a variety of other fields. Please use the Medical Forms to share any health concerns including your child's physical, mental and emotional health history. Please be sure to indicate any special medical concerns, dietary restrictions, medications and parental custody on this form. It is important that we also be aware of any special concerns including ADHD, ADD, etc. All information is confidential and will be for camp use only. Before your child starts their camp session, their head counselor will contact the listed guardians to discuss any concerns. If there are any additional special concerns that you have about your child, please contact the Camp Office and we will accommodate each child as much as possible.

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).

International Campers and Families: Your passport will act as your verification that your immunization records are compliant.

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**. **Medication will not be distributed without this Authorization form filled out.**

Medical Forms: All campers under the age of 6 must submit 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) prior to the start of camp. (These forms are commonly known as the "yellow and blue forms" for school.) Please remember that campers under 6 cannot start camp without his/her health form on file. The signed forms can fax, emailed or mailed to the Camp Office. Campers 6 years old and older do not need any additional forms to register for camp. **Does not apply to international campers.**

The Emergency Release Form is also required to be on file before the start of your child's camp session. This release is part of our Registration Form.

Allergies: We are aware that children have many different medical needs and may have a variety of allergies. We encourage parents to discuss all specific health needs with the Camp Director, including any food, environmental or other types of allergies. Camp Live Oak is not a peanut-free environment; however, we do have policies that may lower the risk of exposure for those allergic to peanuts or other allergens. The registration form provides the opportunity for parents to describe any special needs in writing, so that the appropriate staff members can be notified of any special needs that your child may have. In addition to this form, we encourage parents to talk to the Camp Director about any health concerns.

Excused Activities: We encourage your child to participate in every activity we offer at camp, however if there is an activity that your child should not participate in due to physical limitations, please notify us so that we can make accommodations. A written note from the parent is required if the child is to be excused from participation in specific activities.

Medication: If your child requires medication, please make sure to have an Authorization for Medication Form completed and turned in to camp before your child's first day. This form is available on site and can be obtained through the onsite Director or the Camp Office. Medication must be turned over to the camp's On-Site Director in its original bottle with the instructions printed clearly on the label. **We do not give any medication without the form completed.**

Emergency Services: At camp we are equipped to deal with minor cuts, scratches, abrasions, insect bites, dispensing of topical medications, etc., however if a more serious injury should occur local EMS is in close proximity to our camp locations. At Birch State Park in Ft. Lauderdale, EMS is located directly adjacent to the park

Absentees: We look forward to seeing your child each and every day that they are registered for camp, therefore please contact the Camp Office if your child is going to be absent for any reason. **Please note as per our Refund/Cancellation policy, there are NO REFUNDS or CREDITS for missed or sick days.** Please also notify the camp if you the parent/guardian are going to be

away for several days, and who will be caring for your child in your absence or if there will be additional authorized persons for pickup. Often, your absence may account for unusual behavior or anxiety on the part of your child.

Sea Lice: In the past sea lice and head lice have not been a common problem at our camp, however, should a problem occur, we will notify you immediately. We will also inform the other camp families with a printed informational sheet which will be sent home with the campers.

Parent Notification: Please know that the on-site Health Care Manager/Director handles all health care issues that arise at camp. The Health Care Manager is the first person to assess and treat an injury or illness. If the injury or illness is assessed to be more serious than a common scrape or bug bite, the Executive/Administrative/ Camp Directors will be immediately informed to make the call to the camper's parent. Examples of cases that would warrant a phone call home include a bump on the head, sea lice, or anything that requires sustained health care attention. For any emergency situations that require the assistance of 911, the Director will immediately phone the camper's parents.

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.

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.

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 effect. 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.

FIELD TRIPS/SPECIAL ACTIVITIES/PROGRAMS

We require campers to wear the Camp Live Oak T-shirt on all field trips. While on field trips we utilize the buddy system, we send along more than adequate staff numbers to meet American Camp Association required ratios. 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.

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 storytelling, paddle boarding, surfing* (Birch) and **kayaking**, yoga, and Teen programs.

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 our popular **Starlight Sleepover** for campers, Guest Speakers, Field Trips, Adventure Races, Field 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 short descriptions to some of these programs below and to our session calendar for specifics. Some of these programs are rotated each year and may not be available.

TEEN ECO EXPERIENCE

Teen Eco Experience is a leadership, environmental education & volunteer service program packed with innovative activities and outdoor adventure and field trips specifically designed for 14 – 16-year-olds! Skills learned by leadership teens will consist of assisting Counselors with camp activities including Archery, Canoeing, Arts and Crafts, Swimming, Surfing, Sports, Paddle Boarding, Hiking, Fishing, Field Games, Hands-on Science, etc. Teens will serve as a role model for campers 5-13 by participating in activities, encouraging teamwork and sportsmanship, and modeling positive behavior.

The **Starlight Sleepover** takes place at Birch State Park; however former campers and family friends 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. Campers 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 along! All campers will enjoy a hearty dinner, toasty S'mores 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.**

Ocean Quest Program: Ocean Quest is a one-week program and open to campers ages 5 -16. Campers ages 5-8 will go on an aquatic field trip adventure that will focus on learning about marine life and conservation. 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, since there is a strict boat capacity, there are **NO EXCEPTIONS** to age limit. Campers delight in this one-week of summer camp that is dedicated to a study of the seas around us and the effects of the changing ocean environment. Ocean Quest is a hands-on learning 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 July 3rd (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:

- Hot Dogs on a bun w/ ketchup and mustard
- Potato Chips
- Watermelon or assorted fruits
- Gourmet Cookies
- Gatorade

GENERAL INFORMATION

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 contact us via email at info@campliveoakfl.com.

Refund Policy: Full refunds will be made only if the camp or a program is cancelled by Camp Live Oak. Camp Live Oak reserves the right to cancel a program if minimum enrollment has not been reached. Camp Live Oak reserves the right to combine like age levels to meet minimum attendance requirements.

CLO has a non-refund or credit for missed day's 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. In the case that a refund is approved, a \$50 processing fee will be applied per child.

Changes to Camp Registration: We understand that changes can occur in a family's summer plans. If there is a need to change your child's summer camp weeks, you may do so by logging onto your account. You may also call the Executive office at 954-563-4880

Camp Attire & Camp Store: Campers are requested to wear comfortable shorts and camp t-shirts with sneakers, or comfortable playground shoes. Bathing suit, towel, and water shoes 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 afternoon of each week. Water bottles, bags, hats, and visors can also be purchased at our camp store either at the site or at the Executive office, or online. If you purchase your camp items online, please see your onsite Director the first day of camp to receive your items.

Weather Emergencies: Camp Live Oak is an outdoor environmental day camp and 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 954-563-4880. There will also be a camp text message, through an app. Through this app parents will receive important camp updates via your cell phone.

Park 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 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.

Parent Evaluations: It is a top priority to ensure the safety and wellbeing of our campers each and every summer. Parents will be emailed Camp Evaluations weekly and we strongly encourage your feedback regarding all of our programs. In addition, please feel free to speak to the camp's onsite Director for immediate assistance in case of an urgent matter. We strive to make Camp Live Oak an environment where all can feel safe, confident and among friends. CLO has a zero policy to bullying, both physical and verbal, and will be addressed immediately. **If there is a matter that must be addressed urgently, please contact the Executive Director at 954-684-3690.**

Camp Updates: Camp photos, schedule updates, field trips notifications, and weather updates will be immediately posted via text.

Photo Release: Throughout the summer we will post photos of your children doing amazing things on our website or via social media platforms. Upon registration you will be asked to complete the Photo Release section. Please note that a child's photo will not be posted on any social media or website without the submission of a Photo Release.

Animals: No pets may be brought to or taken out of vehicles during drop off or pick up. 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. Gratuities are to be given at your own discretion and not required.

Camper Birthday: We love to celebrate our camper's birthday's! We will happily assist you if you would like to plan a special treat or activity with your child's group on his/her birthday. Please note that we do not have large onsite refrigeration, so please consider this before choosing the treat. 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.

Right to Search: Camp Live Oak responsibility is the health and welfare of the campers. Camp Live Oak reserves the right to search camper possessions if there is a suspicion of weapons including implements which might be used for purposeful (self) cutting, drugs, alcohol, food, objectionable messages and images carried on cell phones or other electronic devices. Campers are not permitted to have pocket knives, multi-tools, Swiss Army Knives, etc. at camp. Such items will be confiscated and parents will be notified.

Valuables at Camp: Camp is a time to enjoy all that nature has to offer. Since we provide all the necessary equipment for all the activities, please do not send radios, toys, electronics, knives, or other valuables to camp. We understand that many children have cell phones, but we ask that you talk to your child before their camp session and inform them that they should keep cell phones in their backpacks while at camp. **Due to a cell phone's distracting nature, we will issue two warnings if a teacher sees a camper using it during regular camp hours.** Afterward, the device will be held by the teacher and be given back at the end of the camp day. **Camp Live Oak is NOT RESPONSIBLE for any lost, stolen, or broken valuables brought to camp.**