



1845 John Rivers Street  
Sarasota, FL 34234  
(941) 263-6562  
[www.rltaylor.com](http://www.rltaylor.com)

Summer Camp 2025  
Program Handbook



Dear Parents/Guardians:

Welcome to Summer Camp at Robert L. Taylor Community Complex (RLTCC)! We are excited to begin our programming for summer camp 2025. We are thrilled to have your camper(s) join us!

As always, it is our goal to provide an environment where all campers and staff feel respected, safe, and secure. This handbook was designed for you, as the family of a camper in Summer Camp at RLTCC. It includes information about our program, our expectations, and important policies and procedures. It is intended as your guide to a GREAT summer camp!

We appreciate your participation in our program and welcome your comments and suggestions. Should you have any questions please do not hesitate to contact us.

Sincerely,

Arthur Larkins  
Manager, RLTCC  
941.263.6562  
[Arthur.Larkins@sarasotafl.gov](mailto:Arthur.Larkins@sarasotafl.gov)

## Manager

Name	Title	Phone
Arthur Larkins	Manager, RLTC	(941)263-6562

**All Robert L. Taylor Community Complex staff and volunteers, including those who assist with youth camps, are fingerprinted and background checked for all offenses including those of a sexual nature.**

## REGISTRATION FORM CHECK LIST

- ☐ Summer Camp Registration Form
- ☐ Emergency Contact and Health Form
- ☐ Participant Waiver and General Release Form
- ☐ Consent to Use Photograph
- ☐ Camp Behavior Contract
- ☐ Acknowledgment for Parents

RLTCC Summer Camp will have a maximum of 75 campers. Applications for registration will be available for pickup on Monday, March 24, 2025. Parents/guardians can submit applications starting Monday, April 7, 2025. Registration will be open until 75 campers have registered and paid for week one of summer camp.

## Parent Orientation

**Parent orientation for new campers and parents** will be held **Tuesday, May 27, 2025**, and for **returning campers and parents** will be held **on Wednesday, May 28, 2025**

**6:00 pm – 7:00 pm** in RLTC's multipurpose room.

**Orientation is mandatory.** Parents/guardians must attend. If you are unable to attend the orientation, please contact Arthur Larkins at (941)263-6562 or email [Arthur.Larkins@sarasotafl.gov](mailto:Arthur.Larkins@sarasotafl.gov) to make an orientation appointment prior to May 23, 2025. Campers cannot begin Summer Camp without a parent or guardian attending orientation. Appointments will NOT be available after May 29, 2025

## First Day of Camp

Remember to pack all the items your camper will need for the day. This includes comfortable and appropriate clothes, sneakers/socks, sunscreen (applied at home and send for your child to reapply throughout the day), light jacket, extra clothes, especially for young children.

## Summer Camp Program Details

### Child Eligibility

Summer Camp is open to all children ages 6-12. If a child is going into the 1<sup>st</sup> grade for the 2025-2026 academic year, they may be admitted at age 5.

### Program Fees and Payment Procedure

<b>\$75/ per child per week</b>	<b>Payment due dates:</b>
Week 1 June 9 – June 13	At the time application is submitted
Week 2 June 16 – June 20 (Closed June 19)	June 11
Week 3 June 23 – June 27	June 18
Week 4 June 30 – July 4 (Closed July 4)	June 25
Week 5 July 7 – July 11	July 2
Week 6 July 14 – July 18	July 9
Week 7 July 21 – July 25	July 16
Week 8 July 28 – August 1	July 23
Week 9 August 4 – August 8	July 30

- Payment is due on the prior Wednesday for the following week of camp. For example, payment for week 3 (June 23- June 27) is due on Wednesday, June 18. Rates are not prorated. Parents must pay for the entire week of camp. **Summer Camp is June 9 – August 8.**
- Fees are based on children attending the entire week; there is no discount for not attending all days of camp.
- The first week of camp must be paid in full at the time of registration. Payments are accepted in the form of cash, money order, MasterCard, Visa, or a check made payable to *Robert L. Taylor Community Complex*

## Sign-In /Sign Out Times and Policies

- Camp begins at 7:30am and ends at 5:30pm. Children **CAN NOT** be signed in before 7:30am and must be signed out by 5:30pm. **All campers must be signed in by 9:00am each morning. Campers arriving after 9:00am will be sent back with their parents.**
- Continual early drop-off and/or late pick-up will result in dismissal from camp (without refund).
- Children will only be released to authorized persons listed on the registration form submitted by the parent or legal guardian. Any changes to this list may be conveyed to staff in writing at any time.
- Parents or other authorized persons are required to enter the building to sign campers in and out. For the safety of your children, **photo ID is required for all authorized persons to be properly identified.** We will not release children to any person without authorization and proper identification.  
For the safety of your children, we will not release a child to walk outside to meet someone to pick them up.
- Parents or guardians that are physically unable to come inside the building to sign in/out their camper due to disability may call the front desk of the complex at (941)263-6562 and a staff member will assist.
- Children are encouraged to stay for all scheduled activities. Most activities are scheduled between 9:00am and 4:00pm.

## Lunches and Snacks

- Lunch will be provided by Sarasota County School Board. Campers are also welcome to bring a packed lunch everyday if desired. Please note that there is no refrigerator or microwave available.
- There is an opportunity for campers to buy snacks in the afternoon from our concession stand. Campers are to be responsible for their own money. Staff are not responsible or permitted to hold the camper's money.

## Camper Personal Property

- All campers' personal property should be labeled with their name; this includes lunch bags, water bottles, and book bags.
- Please leave all valuables at home, as RLTC staff are not responsible for any lost or stolen items.
- Campers are not permitted to use items such as: personal gaming and music devices, cell phones, toys, or other valuables during camp. Please leave these items at home. Campers may use the RLTC phone in case of an emergency.

- **Campers found using one of the devices mentioned will be given a verbal warning the 1<sup>st</sup> time. If they continue to use these devices, staff will confiscate them and hold them in the RL TCC office until the camper is picked up.**
- Campers' personal items (sunscreen, change of clothes, extra snacks, and drinks, etc.) should be brought in a closeable bag like a backpack. These will be kept in a designated area inside the building.

## **Dress Code and Sun Protection**

- Keep in mind that active play and “messy” craft projects are often a part of camp activities.
- Children should come to camp dressed appropriately for outdoor play and sports-related activities.
- Sunscreen should be applied before arriving to camp and send with the camper to be reapplied throughout the day.
- Athletic shoes must be worn with socks every day.
- The RL TCC dress code applies.

## **Communication**

- Staff will make parents aware of any concerns, commendable behavior, or accidents when they arise.
- All campers have access to a phone at the Front Desk.
- In case of emergency, parents may contact RL Taylor Community Complex at (941) 263-6562 and your camper’s counselor will be available to assist camper to the phone.

## **Responsibilities of Children**

- Always display good sportsmanship.
- Always keep a positive attitude.
- Try an activity before saying “I can’t” or “I don’t want to”.
- Take care of personal belongings.
- Help with clean-up of materials and equipment.
- Use all equipment in a proper manner.
- Be quiet and listen while instructions are being given.
- Treat all people and animals with respect, sharing all toys and equipment.
- Always wear proper clothing.

## **Disciplinary Action**

### ***Disciplinary Action Will Result if...***

- Any child, staff member or guest is not treated with respect.
- There is defacing, abuse, vandalism, tampering, or stealing of any property belonging to the facility or other campers. This includes: the building, all equipment, outdoor environment, and wildlife. Parents/guardians will be financially responsible for damage caused by your child.
- There is the use of profanity, foul or abusive language or body gestures towards any person.
- There is fighting, hitting, or punching of any person.
- A rock, stick, mulch, or any other dangerous object is thrown.
- Refusal to follow policies and posted rules.
- There is excessive talking, disruption or not paying attention.

### ***Disciplinary Action Escalating List***

1. The child will be given a verbal warning and/or re-directed to another area.
2. The child will lose time in an activity.
3. The situation will be documented in an incident report and verbally discussed with the child/children involved.
4. Parents will be requested to pick up the child from the Complex.
5. Suspension from camp for a specified number of days to be determined by staff.
6. Further problems will constitute grounds for permanent dismissal from camp.

Camp staff will determine the proper level of disciplinary action based on the severity of the incident and whether the camper has had other behavioral problems during camp.

Depending on the severity of any single incident, your child can be expelled from Camp indefinitely without a refund and without following the Disciplinary Action Escalating List.

## **Accident, Injury, or Illness**

### ***Accident or Injury***

Minor injuries requiring first aid will be reported to parents on an incident report to be signed on the same day. In the case of an emergency requiring immediate medical attention, staff will use discretion to call 911 and notify the parents.

### ***Illness***

Your camper's health and safety is important to us. **DO NOT send a camper to camp if he/she has a sore throat, fever, severe cough, vomiting, diarrhea, etc.** If your child arrives to camp sick, staff will call his/her parent for pickup. A camper should not return after an illness until he/she is able to participate in physical activities both indoors and outdoors. If a camper should become ill during the program, the parent will be notified immediately. In case of emergency, staff will call 911.

## **Medication**

Camp staff cannot hold or dispense medication.

## **Child Abuse/Neglect**

- Staff members have been trained to recognize the symptoms of abuse/neglect, how to report it, and what constitutes abuse/neglect.
- Staff are required to immediately report any suspicion or claim of abuse/neglect to the Department of Children and Families.
- **Sick or suspended** children must be picked up within 1 hour of notification to parent.
- **Florida Statute requires staff to notify DCF if a child is not picked up from camp after the parent has been notified that the child becomes sick or injured during the day. This may include staff calling the police to pick up the child and hold him/her until the parent arrives.**
- **This procedure also applies to healthy children who are not picked up within 30 minutes after the end of the camp day (6:00pm).**