



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

AFTERSCHOOL PROGRAMMING
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Action By:
February 26, 2014

TO: All Elementary Principals and Area Superintendents

FROM: Cheryl C. Alligood, Chief Academic Officer *cca*

SUBJECT: SUMMER CAMP INFORMATION AND GUIDELINES

Summer camp preparations for District-managed afterschool programs are currently underway. Please review the Guidelines for Operation of an FY14 District Summer Camp. These guidelines were developed to ensure operation of summer camp within cost recovery status and within District protocols.

If you are interested in operating a summer camp, the designated site director is required to attend the Summer Camp Budget training in order to receive the Afterschool Programming's Summer Camp Business Plan template. Proposed Business Plans are to be submitted to Michelle Amorim at michelle.amorim@palmbeachschools.org indicating the principal's review and approval of the Plan. The principal will receive notification once the camp's Business Plan of Operation has been reviewed and approved as viable in cost recovery status.

Guidelines for Operation

1. District camps operate under the guidelines outlined in the District Afterschool Programs Summer Camp Operational Manual for 2014. The Manual is available on the Department of Afterschool Programming website at:

<http://www.palmbeachschools.org/afterschoolprogramming/summercamp.asp>

2. Summer camp program sites that are also selected as FY14 Summer School/Summer Reading Academy sites are asked to include an option for summer school participants to “fold into” summer camp at the close of the summer school day on Monday through Thursday and to attend camp on Friday. The Business Plan template includes the information necessary to plan for this component. This is a family-friendly option for parents of students eligible for summer school participation and may increase the number of students enrolling in summer school.
3. Family Central Continue to Care – Afterschool (CTC-A) eligible afterschool sites are strongly encouraged to plan for and operate a summer camp. Families eligible for subsidies are likely to have a need for summer camp care for their children. This is a family-friendly option for parents of students attending afterschool on subsidies.
4. Although most summer programs utilize their school year Afterschool Site Directors to plan and operate summer camps, it is not a requirement to do so. Any eligible Afterschool Site Director or experienced Afterschool Assistant Site Director is eligible for hire if a principal desires to have a camp and the current Afterschool Site Director is not an option for summer camp.

Elementary program sites with approved Summer Camp Business Plans will appear on the 2014 Summer Camp Directory. For this reason, it is critical that Summer Camp Business Plans be completed and submitted in a timely manner. The Directory is provided in three formats: all camps, afterschool camps, and camps by area. This Resource Guide can be duplicated as needed and may be viewed on the Public Affairs website, as well as on the Department of Afterschool Programming website.

The Department of Afterschool Programming will provide support to District summer camp sites to ensure and maintain optimum programming.

EWG/CCA/JML/JCB/MA: jm/cy

Approved: _____



E. Wayne Gent, Superintendent