

Adventure Camp 2009

Parent Handbook

June 22- July 3

July 6- July 17

July 20- July 31

August 3-August 14

Camp Locations:

Masters Pavilion-Boardman Park
375 Boardman-Poland Rd
Boardman, OH 44512

Camp Contacts:

Karen McCallum 330-965-0482 (Camp Director)
Park office 330-726-8107
330-726-4562 (Fax)



Adventure Camp Parent Information

Mission Statement: *To offer young minds the opportunity to explore their imaginations, discover physical fitness, expand their knowledge of sports and develop a growing sense of adventure through the camp's diverse activities.*

Adventure Camp

Ages: 6-12

June 22- July 3

July 6- July 17

July 20- July 31

August 3-August 14

Drop-off 9:00am Pick-up 3:00pm

General Information

1. *Hours of Operation*

Camp is open from 9:00am- 3:00pm Monday-Friday

2. *Extended Care*

Extended hours are offered to participants from 8:00-9:00am and 3:00-4:00pm each day. If you use the extended care service, you'll drop off and/or pick up your child at their respective camp site. The fee is \$4 for **either** a morning or afternoon stay. Students can be dropped off at site as early as 8:45am any earlier than that will be charged for extended care.

3. *Staff*

Camp is staffed by trained, qualified and competent college students and experienced adults/teachers many of whom are pursuing/have obtained a degree in Parks and Recreation, Elementary Education, or Physical Education.

4. *Facilities*

Camp is conducted primary as an outdoor program. The buildings will serve as an organization and inclement weather area. Parents will drop off children at the Masters Pavilion for check in and pick-up at the end of each day.

5. *What to Bring*

Students should bring a healthy pack lunch and drink. Please dress your child as comfortable as possible to enable him/her to participate in the different activities of the day. Closed-toe shoes must be worn at all times and should be comfortable for all-day wear. Please put your child's name on all items brought to camp. Personal items should not be kept at camp overnight.

Boardman Park is not responsible for lost or stolen items. Please check the lost and found weekly for lost items.

Camp Payment Policy:

Registration Payment

The entire registration fee for the camp must be paid by June 16. Payments can be made at the Park office at 375 Boardman-Poland Rd, which is open Monday through Friday 8am-5pm or they may be mailed to same address if paying by cash or check. If paying by cash you must have exact amount when dropping off payment to Park office. Reservation fees must be paid in full by June 17. If you need to set up a payment option please call karen 330-965-0482 to set-up a policy.

Cancellation/Refund

To receive full refund you must put in a request for a refund by June 17. Reservations not paid on-time are subject to be dismissed from camp list. There will be a \$25 service charge each time a refund is issued and it will take approximately 10 days to process the refund.

If the child is ill and misses a week or more, a refund less a \$15 service charge will be issued upon receipt of a doctor's excuse.

No refunds will be issued for missing some days of a week.

Sign In/ Sign Out Procedure

With the large volume of children attending Adventure Camp program it is necessary for our staff to take extra daily precautions in accepting and releasing children from our program.

To ensure that the appropriate adults are dropping off and picking up each child, each adult will need to sign the child at the check-in each morning and an adult needs to sign them out at pick-up. If someone other than those listed on approved sign-out sheet will be picking up the child at the end of day a written note with the date on it will be needed ahead of time, as a last resort, a faxed letter giving permission for our staff to release your child to the named adult (over 18) with their driver's license number given for verification.

If a parent telephones a request that a child be released to someone other than themselves or who is on permission card, the identity of the caller maybe confirmed by separate call to the parent before the child will be released.

State guidelines require that children be released to an adult 18 or older. We will accommodate families who want the 16-17 year old to pick up their sibling by requiring that a letter authorizing the release of the camper to the older sibling be presented to the Camp Administrator before the start of camp.

No staff member can drive any campers to or from camp, unless the Camp Administrator have written permission from the child's legal guardian.

Tardy Pick-up Policy

*You must call if you are going to be late.

*The first time you are late there will be no charge. Late is considered after 3:30pm, if you don't have extended care. It is 4:05pm, if you do have extended care.

*After the first time, you will be charged \$5 for every 5 minutes you are late, not to exceed \$30.

*You will be required to pay the extra fee on the date of late pick-up. You will not be billed.

*If continued tardiness persists, you will receive a call from the Camp Administrator, in attempt to resolve the problem. Should no improvement be made on the part of the parent to pick-up the child in a timely manner, suspension from the program will be the end result.

Parent Participation

It is our goal, as your child grows and changes, to provide him/her with the best possible recreation programs and experiences to encourage your child's positive self-esteem. We feel this is best accomplished through close relationship between parents and staff members in all matters. Please feel free to contact the Park's Camp **Administrator**

Karen McCallum

Boardman Park

Recreation Director 330-965-0482 or e-mail karenwill@boardmanpark.com.

Medical Procedures and Emergencies

Quick reference medical forms are available for staff members to use in an emergency.

In case of a minor injury or illness, the injury will be treated and a minor incident report will be completed. Parents will be informed upon pick-up of all recorded incidents.

In case of an emergency, the parents are phoned and the Rescue Squad called at 911. The child is escorted by staff person to the hospital or released to the parents, depending upon the situation.

If the parents cannot be located, the emergency numbers are called. A file will be kept at the camp containing two emergency numbers for each child, as well as the child's home phone number and parent's work number.

A staff member must accompany the child to the Emergency Room at the hospital and take the child's registration form and medical authorization form. These forms are on file in the Administrators office. The incident is recorded and filed.

If the parent arrives at the camp prior to an ambulance departure, the responsibility of accompanying a child to the hospital by staff member will be relinquished to the parent.

Child Abuse

By state law, all agencies that provide children's programming are required to report questionable bruises or marks that are repetitious and obvious to the staff.

Likewise, should a child indicate to a staff member that abuse, either physical or sexual, is happening to them, it is our obligation to report the discussion to Mahoning County Children's Services.

Know that should a report be filed, it has been done with much consideration on the staff's part.

Communicable Disease Policy

All children will be observed as they enter the program for signs of Communicable diseases. Full-time staff are trained in the recognition of signs of communicable diseases. The following precautions will be taken for children suspected of having a communicable disease.

The department will immediately notify the parents or guardian of the child's condition. A child with any of the following conditions will be immediately isolated and discharged to his/her parent or guardian.

1. Diarrhea (more than one abnormally loose stool within a 24 hour period)
2. Severe coughing, causing the child to become red in the face or to make a whooping sound
3. Difficult or skin breathing
4. Yellowish skin or eyes
5. Conjunctivas
6. Temperature of 100 degrees in combination with any other sign of illness
7. Untreated infected skin patches
8. Unusually dark urine or gray or white
9. Stiff neck
10. Evidence of lice, scabies or other parasitic infection

Responsibility for the control of head lice falls on the parents or guardians, not the camp. Children can become infected at camp but the lice come from other children, not the camp itself.

A child with any of the following signs of illness will be immediately isolated from the other children, but not discharged without further observation or discussion with parent. The child will be carefully watched for the addition of symptoms listed in the above section, and will be discharged from the program by decision of the Administrator and parent should these symptoms become obvious.

1. Unusual spots or rashes
2. Sore throat or difficulty swallowing
3. Elevated temperature
4. Vomiting

The Department will follow the Ohio Department of Health and Communicable Disease Chart for appropriate management

- A child isolated due to suspected communicable disease will be:
1. Cared for in a room or portion of a room not being used for other types of child care
 2. With in sight and hearing of an adult at all time
 3. Observed for worsening conditions
 4. Discharged to parent or guardian upon decision of the program director or designee

The Ohio Administrative Code (OAC 3701-3-13[R]) states that a person with head lice shall be excluded from school or child care center until completion of first treatment of an effective pediculicide.

The Camp Director will examine the child upon returning to camp, and then shall be checked three more times after 7 days, 10 days and 14 days for any re-occurrence.

Health

Chapter 5104 of the Ohio Revised Code and Rule 5101:12-38 of the Ohio Administrative Code requires that no medication, vitamins, or special diet be administered unless instructions to administer such items are written, signed and stated by a licensed physician and are prescribed for a specific child. Forms are to be filled out by parent for administration of “over-the-counter” drugs. Any prescription needs to be in its original container having the prescription label having the doctor’s and child’s name on it.

Sunscreen Usage at Camp

The Recreation Camp staff is not permitted to put sunscreen on children during camp day due to our policies that permit staff to perform only basic first aid. Unless, permission waiver is signed by parent. Department of Human Services also forbids staff members from applying topical ointments without a doctor’s approval.

The staff will remind children to put sunscreen on themselves during the day. It is also highly recommended that during the early weeks of summer that children wear light t-shirts for all outdoor activities.

Please discuss with your child the need to be protected from the sun’s rays. Notify the staff at the beginning of each week of any special needs of your child.

If we have in writing from the parent(s) or the child’s doctor for sunscreen use, then the staff will be permitted to apply the sunscreen.

Safety Policy

All of the policies and rules established by the Department have been instituted to protect the best interest of the children enrolled at the camp. The following rules and the strict adherence of these by staff and parents alike are important in providing the safest environment for your children.

- No child will ever be left alone or unsupervised
- Children must be escorted to their activity each day by a parent and will be greeted by staff
- Children must be escorted from the camp each evening by a parent after notifying the staff. The child will then be signed out in the daily log.
- Telephones are located at each site
- All staff members will be trained in emergency First Aid procedures.
- Each leader has copies of medical and emergency treatment/transportation forms with him/her at all times.
- Accident report forms will be completed and available to parents.
- Staff members will immediately notify the Recreation Supervisor in charge of the program of suspected child abuse or neglect.
- Weather emergency plans are in the leader's handbook

Discipline

The staff or individual leader in charge of a child or group of children shall be responsible for their discipline in keeping with the discipline policy established by Adventure Camp program.

Child training and discipline will be handled with kindness, consistency and understanding. Attention will be given to the specific needs of each individual child at the same time the child is encouraged to become part of the group and participate. We believe children in a group situation want to conform to rules as soon as they know what is expected of them.

Rules will be made for both inside and outside play. Leaders will discuss the regulations thoroughly with the children and explain why it is necessary to have them. We do not want children to hurt themselves or each other. We want to encourage respect for people and for property.

Because children are children and discerning right from wrong is a continual learning process, we shall first talk to the child when inappropriate behavior occurs. If it is recurring we may separate the child from the group. We hope this will encourage the child to understand the importance of appropriate behavior patterns and result in an early return to the group. The child will be asked to think about what he/she has or has not done and then try to discover the reasons for the inappropriate behavior and thereby be able to solve and correct the situation.

Too often discipline is thought of synonymously with punishment; it involves much more. We want to approach it with a positive action so appropriate behavior is reinforced and a learning process takes place as natural growth and development.

Our specific policy for discipline is the following:

Minor Violation:

Those violations that relate to behavior and do not endanger the safety of themselves or others.

- Violation of Rules (1st offense)-verbal warning
- Violation of Rules (2nd offense)- 5 minutes time-out
- Violation of Rules (3rd offense)- 10 minutes time-out and parent conference required

Major Violation:

Those violations that endanger the safety or well-being of the child, other children or staff.

- Violation of Rules (1st offense)- 15 minutes time-out and talk to parent
- Violation of Rules (2nd offense)- Parent called to pick up the child. Suspension from the program.

Immediate Dismissal:

Those violations that could result, should children resort to physical fighting

- To resolve problems before this action needs to take place, children should be told to make the staff aware of any problems/conflicts and tell their parents details of a problem so they can talk to the staff.

If a child physically harms another child or camp staff, facility or vehicle, they will be expelled from any Boardman Park program for 24 hours from the time of the incident. A parent will be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting between parent, child, site supervisor, and recreation Supervisor will be held.

In order to help us accomplish these goals, we will use the following steps:

1. **OBSERVE AND LISTEN** in order to prevent conflict by anticipating any inappropriate behavior.
2. **REDIRECT** the child to another activity
3. **TALK** to the child individually
4. **SEPARATE** the child from his/her group
5. **DISCUSS** the situation with the child
6. **DOCUMENT** the situation and discuss it with the parents daily.

**Boardman Park's Adventure Day-Camp
ENROLLMENT FORM**

Please fill out a form for each individual child.

Child's Name: _____

Child's information:

Birth date: _____ Age: _____ Grade just finished: _____ Gender: _____

Parent's contact information:

Father's Name: _____ Mother's Name: _____

Guardian's Name: _____

Home Phone number: _____

Cell Phone Number (s): _____

Work Phone Number (s): _____

E-mail Address: _____

Address: _____

Brothers: Name(s) _____ Age _____ Name(s) _____ Age _____

Sisters: Name(s) _____ Age _____ Name(s) _____ Age _____

Marital Status:

Single _____ Married _____ Separated _____ Divorced _____ Widowed _____ Remarried _____

In case of divorced or separated parents, Camp can assume responsibility to only ONE parent. Please designate the legally responsible person. _____

Medical contact information:

Physician's Name: _____

Physician's Phone Number: _____

Physician's Address: _____

Dentist's Name: _____

Dentist's Phone Number: _____

Dentist's Address: _____

Permission is given to Adventure Camp leader for the following:

____ In an emergency, permission is given to call an ambulance or to take my child to any available physician or hospital at my expense.

____ In an emergency, permission is given to obtain medical treatment for my child, except these restrictions. If any, please describe:

____ *Refusal to Consent. I do NOT give consent for emergency medical treatment for my child. In the event of illness or injury requiring emergency treatment, I wish Boardman Park Adventure Camp authorities to take no action or to _____*

Please check any health condition which leaders should be aware of (if none exist, check "None"):

Speech Hearing Impairment Vision Impairment
 Asthma Diabetes Epilepsy
 None

Allergies: _____

Other Medical Problems: _____

The following persons, other than his/her/their legally responsible parents/guardians, have permission to pick up _____ at the close of any session of Adventure Camp.

Name of Person #1 _____

Relationship to Child: _____ Phone Number: _____

Name of Person #2 _____

Relationship to Child: _____ Phone Number: _____

Boardman Park reserves the right to use photographs taken during Adventure Camp for publication purposes. _____(Initials)

I/ We as legal guardian (s) representing a minor participant, agree to release Boardman Township Park District, its officers, employees and volunteers from any and all liability for accidents, injuries, loss of and/or damage to my/our person or property that may arise out of my/our child's participation in or presence at the above activity/activities. I/We are aware that there are certain risks or possible dangers in participating in this activity. I have entered into this agreement of my own free will.

Parent Signature _____ Date _____

PLEASE RETURN TO BOARDMAN PARK WITH REGISTRATION PAYMENT

Please circle one:

Boardman Resident	Session 1 6/20 thru 7/3	Session 2 7/6 thru 7/17	Session 3 7/20 thru 7/31	Session 4 8/3 thru 8/14	ALL Sessions
Non-Resident	Session 1 6/20 thru 7/3	Session 2 7/6 thru 7/17	Session 3 7/20 thru 7/31	Session 4 8/3 thru 8/14	ALL Sessions