



**Summer Skate
Camp
Parent's Manual
2021**

270-687-8721 Owensboroparks.org

Table of Contents

INTRODUCTION	4
Section 1 – Camp Structure	5
(1.1)Staff Information	5
(1.2)Hours	6
(1.3)Attendance.....	6
(1.4)Parent/Staff Communication	6
Section 2 – Fees, Payments, and Registration Information	7
(2.1)Annual Registration Fee	7
(2.2)Day Camp Fees.....	7
(2.3)Early Drop Off and Late Fees	7
(2.4)Field Trip Fees.....	7
(2.5)Returned Check Policy	8
(2.6)Refunds/Credits	8
(2.7)Tax Information.....	8
(2.8)Scholarships	8
Section 3 – Typical Day for Campers	9
(3.1)Camper Drop-Off	9
(3.2)Camper Pick Up.....	10
(3.3)Meals and Snacks	10
(3.4)Money	10
(3.5)Field Trips.....	11
(3.6)Clothing	11
(3.7)Personal Property from Home	11
(3.8)Camper Gear Checklist	12
(3.9)Prohibited Items at the Edge.....	12
(3.10)Sunscreen Policy	12
Section 4 – Health and Safety	13
(4.0) COVID-19 Information	13
(4.1)Communicating Health Procedures to Staff	13
(4.2)Illness	13
(4.3)Medical Emergencies	13
(4.4)Medication	14
(4.5)First Aid.....	14
(4.6)Reasons We May Contact You.....	14
(4.7)Suspected Abuse or Neglect	15
(4.8)Visitors/Volunteer Policy	15
(4.9)Inclement Weather/Disaster.....	15
Section 5 – Rules and Discipline	16
(5.1)Day Camp Rules.....	16
(5.2)Disciplinary Procedures	16
(5.3)Progressive Discipline	17
(5.4)Bullying Policy.....	18
Section 6 – Day Camp Policies	19
(6.1) Privacy Statement.....	19
(6.2) Inclusion Statement	19
(6.3) Accessibility – Reasonable Accommodation Policy	19

Dear Parents & Guardians,

Welcome to the Edge Day Camp! We hope that you will find your experience with us a rewarding one. We look forward to an exciting summer filled with laughter, memories, and a whole lot of FUN!

Here at the Edge Day Camp we strive to provide a positive and meaningful experience for each individual camper. We understand that each child is different. We modify our programs to fit the needs of everyone.

Leadership is the key to a successful recreation program. The planning and implementation of a rich, varied, well-balanced program requires training, resourcefulness, and understanding from the staff. Our staff is trained in many areas before our summer begins.

Please note, we will remain unlicensed and do not operate a licensed childcare facility. We will operate and follow the same standards we have always followed to ensure your child is safe, in a clean facility, and appropriately supervised at all times.

We hope this manual will help you to know more about us and about how we run our camp. Thank you again for enrolling your child in our Edge Day Camp program. If you have any questions or suggestions on how we may improve in the area of quality service please feel free to contact me at (270) 687-8705.

HAPPY SUMMER~

Kerry Bodenheimer
Recreation Superintendent
Owensboro Parks & Recreation Department

INTRODUCTION

CAMP PHILOSOPHY

We believe that the Edge Day Camp is a time for fun, exploration, and friendship. We are committed to providing our participants with a safe and supportive environment to explore new areas as well as expand on previously developed interests and skills. The Edge Day Camp program will build healthy self-esteem in children and teach them about the importance of being part of a community.

Our program seeks to provide:

- A safe, secure, and developmentally appropriate environment for each camper.
- An opportunity for campers to develop a sense of self-confidence and appreciation of personal strengths.
- An opportunity for each camper to develop a sense of responsibility as a member of his or her family, the community, and the world
- Opportunities for each camper to develop respect for the natural environment, self, and others.
- An opportunity for each camper to develop his or her capacities for leadership.
- A fun and caring atmosphere that allows for individual self-expression and personal growth for all.
- An opportunity for campers to improve their skills on the ice.

Contact Information:

- Edge Ice Center Day Camp.....**270-687-8721**
- Owensboro Parks & Recreation Administrative Center.....**270-687-8700**
- Owensboro Parks & Recreation Cancellation Line**270-687-0000**

Section 1 – Camp Structure

Edge Day Camp participants are divided into hockey, figure, or recreational skating-skill groups. Staff and campers make decisions regarding activities, and plan weekly schedules each Wednesday for the following week. The counselors will help the campers implement their schedule of activities, and projects. The Edge Day Camp is Owensboro's most unique summer camp.

Weekly group schedules will be available for parents every Friday afternoon. A weekly newsletter will be emailed to parents.

Field trips are taken on Wednesdays (swimming) and occasional Thursdays or Fridays. Some field trips will be at a minimal additional cost. There will be no extra charge for swimming. Day Camp backpacks and T-shirts will be distributed to campers the first or second week they attend camp.

(1.1) Staff Information

Site Supervisors and staff are well-trained, enthusiastic, and caring individuals. Our staff ratios reflect our commitment to safe, high quality program supervision. All lead staff members are certified in First Aid and Adult and Child CPR. Our staff will provide a safe, enjoyable experience for each participant. The majority of Day Camp staff is from recreational fields and include members of both the Owensboro Figure Skating Club and the Owensboro Youth Hockey Association. The following chart explains the camper/staff ratio:

Camper Age	Staff	Day Campers
5-7	1	8
8-9	1	10
10-13	1	10

Exceptions for general ratios are for segments of the day when greater or fewer staff are required. Activities where a minimum of two staff members are required to be present might include but are not limited to: movies in the lobby or party rooms, playtime before morning warm-up, and quiet time in the party rooms. We specify that ALL staff is at least 16 years of age.

Our staff is the key ingredient that makes the Edge Day Camp such a special place. They are caring, dedicated, mature, and enthusiastic men and women eager to work with your children to make the summer a great adventure. All staff participates in intensive training involving safety, counseling, teaching, and camp procedures prior to the start of camp.

(1.2)Hours

Site hours will be 7:30 a.m. – 5:30 p.m., Monday through Friday. The main program hours and skating group breakdown will occur from 8:15 a.m. – 4 p.m. An additional fee of \$1 a minute will be added for any pick-ups after 5:30 p.m. Early drop-off (7:10 a.m. – 7:29 a.m.) is available for \$2 per day, but must be requested a week prior for staffing.

(1.3)Attendance

It is important for us to know if your child is unable to attend camp one day. Please send a note in advance or call the site before 9 a.m. on the day they will miss, if at all possible, so we can plan accordingly and advise his/her counselors not to expect him/her. This helps us to manage our time. Site Supervisors will attempt to place calls after 9 a.m. to those campers not in attendance if they have not been notified otherwise.

If your child is ill, please call the Edge. We will inform your child's counselor immediately. **PLEASE DO NOT SEND YOUR SICK CHILD TO CAMP.** A child must be fever free for 24 hours before returning to camp.

(1.4)Parent/Staff Communication

Throughout the summer, Edge Day Camp staff may need to communicate with parents for numerous reasons. We want to make this communication process to be as easy as possible. Any notes home will be paper clipped to the child's sign-in/sign-out sheet. If there is a paper attached to your child's sheet, please remove it and take it home with you. If there is a paper that should go home with all campers, the site supervisor in charge of check-out will be sure to provide the needed information to all parents at time of pick-up.

Section 2 – Fees, Payments, and Registration Information

(2.1) Annual Registration Fee

A \$45 **non-refundable** registration fee per child is required yearly for each camper. It must be collected in order for the child to be registered. There is no sibling discount on the registration fee.

(2.2) Day Camp Fees

The weekly fee is \$90 for a whole week (4-5 days) or \$76 for a half week (3 days or fewer) per child. We offer a \$3 sibling discount for families that have multiple children in the same household. A \$20 per child hold spot fee is applied for any week your child(ren) are not in attendance at camp. A fee of \$20 per week will continue to be added to your household until we have been notified your child(ren) will not be returning. The sibling discount does not apply to the hold week fee nor does it apply to those on scholarship.

Parents/guardians, when paying weekly fees, please inform staff if payments are to be credited under your name only for tax statement purposes.

NOTE: Weekly camp fees are to be paid by the Friday prior to the week being registered for. Please pay your weekly fee to the Site Supervisor. ***The camper will not be allowed to attend camp unless payment is received for the week. If you were out on vacation you are expected to pay the morning you return for the week that we are currently in.***

(2.3) Early Drop Off and Late Fees

Early drop-off will be available as early as 7:10 a.m. for a \$2 per day fee. Please inform our staff in advance if you will be dropping your child(ren) off early. If you are unable to pay the fee at the time of drop-off, it will be added to your household balance to be paid with regular camp fees.

A \$1 per minute will be charged if the camper is not collected by 6 p.m.

(2.4) Field Trip Fees

Some field trips are not included in the weekly fee. You will be notified in advance if any additional fees are due that week. This fee will not go over \$5 per child for admission to the field trip.

(2.5)Returned Check Policy

If a check is returned to camp by the bank for insufficient funds you will be notified by the Supervisor immediately. You are expected to pay the amount the check was originally written for back to the camp, plus \$10 more to cover the returned check fee within 48 hours of notification. This payment and any future payments made to the Day Camp will only be excepted in cash, credit card, or money order form. If payment is not received we will turn the matter over to our finance department to collect and the child will not be accepted back to camp until payment is collected and the family has a \$0 balance due.

(2.6)Refunds/Credits

The \$45 registration fee is non-refundable.

Once a camp week has started, there will be no refunds or household credits applied for days missed that week. If you paid for a full week but only came a half we will NOT refund the difference as we have staffed for your child(ren) being there. If you are at any time dissatisfied with the Day Camp program, and choose to withdraw your child for the remainder of the program, we will not refund for the camp week that is currently taking place, but we will refund any other camp fees that have been paid for in advance; via a check or household credits. If the refund is requested as a check, please allow 2-3 weeks to receive your refund in the mail.

Please make note there will be no refunds or household credits issued at the end of the camp for prepaid weeks the child did not attend.

(2.7)Tax Information

The Owensboro Parks and Recreation Department's tax ID number is 61-6001888. Our staff keep a weekly log of payments received. Receipts are emailed for all weekly payments received and can be printed upon request. Please save all of your cancelled checks. We will mail a tax statement in January. If you do not receive one, please contact our Administrative Center at 270-687-8700. This is the **ONLY** time one will be available.

(2.8)Scholarships

The Owensboro Department of Parks & Recreation strives to make available affordable, accessible and enjoyable programs, activities and facilities for all residents of the City of Owensboro. As a part of this effort, the staff established a Scholarship Fund available for city residents to supplement fees based upon a resident's ability to pay. Parents/Guardians should request a scholarship application, fully complete the paperwork and return with any required documents to be considered for this service.

Section 3 – Typical Day for Campers

Day Camp operates Monday-Friday from 7:30 a.m. – 5:30 p.m.

7:30 a.m. – 8:15 a.m.	Check-In and Free Time*
7:45 a.m. – 8:15 a.m.	Breakfast
8:15 a.m. – 8:30 a.m.	Roll Call and General Assembly
9:30 a.m. – 11:30 a.m.	WEDNESDAYS ONLY – SWIMMING!
8:30 a.m. – 11:30 a.m.	Breakout into skate groups with counselors. Rotate on-ice lessons and off-ice activities. Minimum of 1 hour ice time per group.
11:30 a.m. – 11:50 a.m.	Lunch for Figure and Hockey groups
11:50 a.m. – 12:20 p.m.	Lunch for Recreation group
12:45 p.m. – 2:45 p.m.	Break into skate groups with counselors. Rotate on-ice and off-ice games, activities, and crafts (typically will match the weekly theme)
3:00 p.m. – 3:30 p.m.	Snack
3:30 p.m. – 5:00 p.m.	More games, activities, and crafts. Movie time on Fridays.
5:00 p.m. – 5:30 p.m.	All Groups together to wrap up the day's activities, clean up, etc. Check-Out time.

*Free Time: TV, board games, cards, puzzles, books, coloring, etc.

**Field Trip times may vary.

(3.1) Camper Drop-Off

All campers will be temperature screened upon entry. Any camper with a temperature of 100.4 or higher, will not be allowed to stay at camp.

All campers must be dropped off at the front counter and signed in by whoever has brought them for the day. You will enter your signature and your child's arrival time and departure time in the sign in/out binder located at the front desk.

If you have someone drop off your camper(s) who does not typically drop them off, **PLEASE** remind them that they **MUST** sign them in in the binder before leaving!

As a safety precaution, we ask that no parent park directly in front of the building. Please observe the speed limit of no more than ten miles per hour when pulling into or leaving the site parking lot. **Never drop your child off without signing them in!**

REMINDER: If you have not paid for the week then you will not be allowed to drop the camper(s) off until payment is received.

(3.2)Camper Pick Up

The only people allowed to pick up your child are those whose names are indicated on the child's authorization form. Staff will always ask for you to show an I.D. when picking up before they hand over the child. I.D. must be seen even if the child recognizes the person in front of them.

Pick up forms can be changed with parent/guardian permission. It is preferable that they are changed in person but special circumstances may require that you call and request a change. If this happens then you **MUST** send the Supervisor an email verifying the change. The email will then be printed and placed with the camper's pickup list. The new person must still show their I.D. when picking up the camper.

Parents arriving after 5:30 p.m. will be charged \$1 per minute of being late. If your child has not been picked up and a parent or guardian has made no contact, a responsible party from your emergency list will be contacted to come to the site to pick up your child. If contact has not been made by 6:30 p.m., the Police and Child Protective Services will be notified to pick up your child. Suspension or expulsion from the program could result from repeated tardiness of pickups.

(3.3)Meals and Snacks

Breakfast, lunch, and afternoon snacks are provided by the camp. Breakfast will be served from 7:45-8:15 a.m. and normally consist of cereal and milk. Lunch will be served from 11:30-11:50 for the Figure and Hockey groups and from 11:50-12:20 for the Recreation group. You will receive a lunch and afternoon snack menu in advance as to plan meals if needed. If your child does not like or is allergic to a meal provided, please let a Supervisor know and we can request an alternate meal from the OPS Summer Feeding Program, or you may prepare and send a lunch for your child. Please do **NOT** send **ANY** type of meal that requires a microwave. Please send a water bottle (with your child's name in permanent marker on it) for your child the first week to be used throughout the summer for drinks. **PLEASE DO NOT SEND SODA OR DYED BEVERAGES TO CAMP.** All beverages sent to camp must be clear.

(3.4)Money

Money is not allowed to come to camp with campers. Campers will **NOT** be allowed to purchase items at the Edge or on field trips and will not be allowed to play the arcade games at the Edge. The Edge Day Camp is not responsible for money that is lost or stolen.

(3.5)Field Trips

Field trips will occur on every Wednesday (swimming), and some Thursdays (outside location). There will be no charge for swimming, but other field trips may cost extra, not to exceed \$5.

Weekly group schedules will be available for parents each Friday afternoon.

(3.6)Clothing

Please note that the campers are very active at the Edge Day Camp. Make sure to dress your child in clothing that he/she will be able to get dirty in during activities throughout the day such as painting, markers, water games, playground/outside time, modeling clay, tie dye, etc. **Your child should wear shoes that tie, preferably gym shoes.** Open toe sandals or slip-on sandals should only be worn on swim days while at the pool! PLEASE MAKE SURE YOUR CHILD'S CLOTHING ITEMS AND EQUIPMENT ARE CLEARLY LABELED WITH THEIR FULL NAME. Ball caps are not allowed. Masks will be required inside the facility and on bus rides for field trips.

Campers at the Edge Day Camp will spend a lot of time on the ice. They should bring a light jacket/sweatshirt, long pants (if desired), and hats and gloves if needed. **PLEASE** make sure your child has tall socks to wear when on the ice. This will help to prevent blisters from the skates.

If campers have their own skates or hockey/figure skating equipment, they may bring it with them to camp. Hockey equipment may be left at the Edge from Monday through Friday, and will be locked and stored in a safe place each night. **All equipment must be taken home on the weekends.**

Please take note of the weekly activity calendar and plan clothing accordingly.

(3.7)Personal Property from Home

Personal items (i.e. toys, games, sports equipment, movies) from home may only be brought on specific days during the summer with permission from the Supervisors. If unauthorized items are brought to camp, the camper should be asked to put the item away in their bucket and must take it home at the end of the day. If they keep getting the item out of the bucket then the item will be confiscated and set behind the front counter until they are picked up. You and the camper will then be reminded that items from home are not allowed. Hairbrushes are **not** allowed at any point. The Edge Day Camp is not responsible for lost or damaged items.

(3.8)Camper Gear Checklist

Your child must have the items marked by an asterisk (*) every day. Counselors will inform campers and parents if there are any needed items not mentioned below:

- Water Bottle (*)
- Mask or face covering
- Towel and swim gear (goggles are suggested) on swim days
- Appropriate shoes - closed-toe, rubber sole are suggested
- Backpack- to carry items (*)
- Labeled sun block or sunscreen (*)
- Seasonally appropriate clothing each day (*)
- Extra change of clothes (younger campers should bring spares to leave at the front desk, in case of accidents, labeled with name of camper)
- Jacket/sweatshirt, long pants (if desired), and tall socks for time spent on the ice (*)
- Appropriate skating gear (ice skates, hockey equipment, figure skating equipment, etc.) (*)

A lost and found box will be available. We highly recommend putting your child's name on all personal items.

(3.9)Prohibited Items at the Edge

- Animals
- Weapons and/or dangerous instrument (firearms, knives, guns, etc)
- Drugs
- Alcohol

(3.10)Sunscreen Policy

Please send plenty of sunscreen to camp with your child. Counselors will keep the sunscreen in their rooms in a box for each swim day and also for general outside play time. Please put the child's name on the bottle. **WE RECOMMEND CHILDREN'S SPRAY SUNSCREEN.**

Sunscreen should be applied each morning when your child arrives at camp. Due to liability reasons, our Edge Day Camp staff is only allowed to apply sunscreen to the arms, fronts of legs below the knees, and the faces of campers. Swimming this year will be on Wednesday mornings. Please put sunscreen on your child prior to coming to camp if possible.

Section 4 – Health and Safety

(4.0) COVID-19 Information

We will finalize as camp approaches pertaining to the current Covid 19 regulations at that time. As it stands today, campers will be required to wear a mask inside. When playing outside, campers can choose to take their mask off. Camp staff will wear masks at all times inside, and be able to take them off while outside if they can maintain a 6 foot distance from campers and other staff. Due to COVID-19, we will limit staff and campers mixing groups to morning drop offs and late day pick-ups when our numbers are fewer. We will design games and activities to encourage the six-foot distance during these times, and enforce the mask policy. Frequent hand washing and sanitizing will be scheduled and additional cleaning protocols will be in place.

(4.1) Communicating Health Procedures to Staff

If there are any health procedures you are taking with your child before and during camp, please make sure to inform our Site Supervisor so we may be able to better track anything that may present an issue for your child(ren) and our other campers while under our care.

Please be sure that you have answered all of the questions on our Medical Forms. Special instructions and concerns should be communicated to our staff during the parents meeting or prior to the first day of camp. If your child has any allergies, medical conditions, or special needs, please notify your child's site supervisor or camp counselor PRIOR to the first day of camp!

(4.2) Illness

If your child is ill or has a fever, we discourage participation. If a child becomes ill during the program, a parent will be notified and asked to pick up his/her child. If the parent is unavailable, the emergency contacts will be called. Your child must be fever free for 24 hours before returning to the program. In the case of contagious disease, please notify the Edge Day Camp staff immediately. All parents at the site will be notified as soon as possible. Your cooperation is appreciated.

(4.3) Medical Emergencies

If your child is injured on or off site and requires more than basic first aid, the following steps will be taken:

- a. Call 911
- b. Contact parent or guardian. If unavailable, then emergency contact persons listed on the medical form
- c. The injured child will be transported by paramedics to Owensboro Medical Health System

You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement.

The Edge Day Camp employees are not permitted to transport injured parties in Owensboro Parks and Recreation or private vehicles.

In cases of illness or injury, the camp will call the person indicated on the medical form as parent/guardian. It is important that you keep the camp informed of all changes in address or telephone numbers.

(4.4) Medication

We prefer not to dispense medication during camp hours. In the event a child must have medication, the parents should do the following:

- a. Please indicate the medication to be given on the health form and the dosage
- b. Forms must be submitted prior to the start of camp. Children requiring medication need the form filled out completely in order to attend camp on the first day.
- c. Have medication clearly labeled in the original container

We reserve the right to refuse to dispense medication. All medications will be kept in a locked box, away from children. Any medication not picked up at the end of camp will be properly disposed of after one week. We cannot send it in the mail.

(4.5) First Aid

The Site Supervisors are responsible for dispensing medications to campers during their time at the Edge Day Camp. While at the site, if a child receives a minor injury (bites, bumps, bruises, cuts, scratches, etc.), the appropriate staff will administer first aid. All staff is trained and certified in CPR/AED/First Aid **ONLY**. The parents/guardian will be informed of the injury at the time of pick-up. Any injuries extending beyond our training will be handled through the proper medical personnel. Parents will be notified after medical personnel have been contacted.

(4.6) Reasons We May Contact You

- Disciplinary problem after warnings have been issued
- Serious injury or illness
- Lost or missing child
- Fire
- Payments past due

(4.7) Suspected Abuse or Neglect

In accordance with the procedures set forth in The Abused and Neglected Child Reporting Act, any camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The proper authorities will be notified.

(4.8) Visitors/Volunteer Policy

Visitors/Parents are always welcome at the Edge Day Camp. However, all visitors must check in with the site supervisor upon arrival. In order to enter the building they MUST be listed on a camper's Authorized Pick-Up Form. They must show an ID and then sign in on the Visitor's Log.

All volunteers must complete a City of Owensboro Volunteer Application. If you are interested in volunteering please contact Kerry Bodenheimer, Recreation Superintendent. Background checks will be ran on all volunteers; this process may take up to 5 business days.

(4.9) Inclement Weather/Disaster

In the event of inclement weather such as heavy rain, flooding, storms, tornados etc, and your child is in attendance at the Edge Day Camp, all camp staff will remain on site with the participants until every child has been picked up for that day. Camp staff is trained on what to do in crisis and disaster situations. Please call our **cancellation line for other information: 270-687-0000**

Section 5 – Rules and Discipline

(5.1)Day Camp Rules

1. I shall treat all counselors, fellow campers, property, and parents with respect.
 - Safety first - for everyone.
 - Be nice - take care of your fellow campers.
 - If you have a conflict with another camper, ask your counselor for help.
 - Leave the Edge Day Camp as you found it - help keep litter in its place.
2. Appropriate behavior shall always be expected.
 - Always walk and use your inside voice while inside the building.
 - Listen to the counselors and supervisors.
 - Remember not to bring toys, candy, or money from home.
3. I shall stay with my assigned group at all times.
 - Stay with your buddies and your group.
 - Never go anywhere alone or without a counselor's permission.
 - Remember to speak only to people you know.
4. When I hear the whistle or see a raised hand, I shall STOP, LOOK, and LISTEN immediately.
5. Learn, work, play, and share as a team.
 - Respect yourself, counselors, and your fellow campers.
 - Keep your hands to yourself.
 - Have FUN and Keep a POSITIVE ATTITUDE!

(5.2)Disciplinary Procedures

Day Camp staff will use any of the following discipline procedures when dealing with bullying, but is not limited to these. Each situation and camper will be dealt with on a camper-to-camper basis as determined by the offense.

1st Offense: Counseling with camper, behavior report sent home to parent/guardian that will need to be signed by parent/guardian & staff

2nd Offense: Counseling with camper and parent. Camper is sent home for the day with a behavior report signed by staff and parent.

3rd Offense: Camper is sent home for the remainder of the week or as the Supervisor sees fit. Meeting will be held with parents and Camp Director before camper can return.

4th Offense: Camper will be expelled from camp, unable to return in the future.

(5.3) Progressive Discipline

If a participant chooses to break a rule, the following action shall be taken:

Verbal Warning/Notebook Documentation

- Takes a toy or object from another camper
- Misbehaves outside of the classroom (bathroom, outside)
- Repeated aggravation or bothering another camper
- Is in anyway not following the Day Camp rules given to them by Day Camp Staff
- Uses inappropriate language

Time Out /Behavior Report and Documentation

- Has been seen physically harming another camper (kicking, hitting, shoving)
- Evident that a camper has caused physical harm to another camper
- Deliberately defies a counselor after being warned
- Jeopardizes the safety of his/herself or another camper
- Continuously disrupts his/her group or camp activity, or several unrelated incidents

Disciplinary Action Report and Camper Sent to Site Supervisor

- Several verbal warnings for minor incidents consistently
- Camper leaves his/her group during a field trip or time of play
- Camper places his/her self or another camper in an unsafe situation
- Caught fighting or biting
- Camper has been seen physically harming another camper
- Evident that a camper has caused physical harm to another camper such as bleeding, marking on the skin, scratches, etc.

Depending on the severity of the camper's actions, one or more of the steps above may be skipped for the appropriate disciplinary action to be taken.

There will be no exceptions for BITING or HARMFUL PHYSICAL CONTACT! If a camper bites or gets in a physical altercation while at camp, a parent or guardian will be notified and the camper will be sent home for the day.

The Counselor and Site Supervisor will work together to find a solution. Parents may be contacted by phone and may be asked to come and pick up the camper due to temporary suspension. **If a child is written up three times, the child shall sit out for a day. If a child is written up a fourth time, the child shall be suspended for one week.**

Please note any camper may be temporarily or permanently suspended from the program AT ANY TIME if behavior warrants! If a camper is suspended for the remainder of the summer that camper will not be allowed to sign up for future camps

(5.4)Bullying Policy

The Edge Day Camp is committed to making every child's camp experience safe and fun! By providing a safe and orderly environment conducive to learning, we strive to make sure every child is awarded this opportunity free of bullying. In order to preserve this environment we have created procedures to accomplish this goal for all campers!

The following definitions will help you understand bullying and what bullying involves.

- **Bullying** - Using power to intimidate, threaten, or harm another person who is less powerful. Bullying can be physical or emotional in nature.
- **Teasing / Put-Downs** - name calling, insulting, rolling eyes, dirty looks or other behavior that would hurt another's feelings or make them feel badly about themselves.
- **Exclusion** - Ganging up on others, starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.
- **Hitting** - Pushing, slapping, grabbing... or repeated or significant violation of someone's personal space.
- **Severe Hitting** - Punching, kicking, biting, or similar behavior that might injure others
- **Threat of Serious Violence** - Administrator Discretion
- **Harassment** - racial or ethnic name call or severe harassment

HOW TO REPORT

Counselors will report bullying to Day Camp Supervisor. Campers will be able to report to Day Camp Counselors or Supervisors. If you as a parent feel like your child is being bullied in any way please call the contact number in this manual and report it to the Day Camp Supervisor so we can address the situation .

PROCEDURES

Day Camp will use any of the following discipline procedures when dealing with bullying, but is not limited to these. Each situation and camper will be dealt with on a camper to camper basis as determined by the offense.

1st Offense: Counseling with camper, behavior report sent home to parent/guardian that will need to be signed by parent/guardian and staff.

2nd offense: Counseling with camper and parent. Camper is sent home for the day with a behavior report signed by staff and parent.

3rd Offense: Camper is sent home for the remainder of the week or as camp supervisor sees fit. Meeting will be held with parents and Camp Director before camper can return.

4th offense: Camper will be expelled from camp, unable to return in the future.

Section 6 – Day Camp Policies

(6.1) Privacy Statement

Owensboro Parks and Recreation is sensitive to the privacy and security interest of the community. We only collect the personal information necessary to provide the highest level of service. Please note that all non-exempt information collected on Owensboro Parks and Recreation paperwork or by our website may be subject to public disclosure under KRS 61.870 et.seq., of the Kentucky Open Records Act. However, public records containing information of a personal nature are protected from disclosure by the personal privacy exemption of state law where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy. All visits to Owensboro Parks and Recreation Website are automatically recorded in a log file maintained on our web server. The information we collect is anonymous: namely, it is general information such as what pages are viewed, what types of software you use to access the site, and what site, if any, linked you to the Owensboro Parks and Recreation website. Other information is collected on a voluntary basis when users send or input information into the site. This information is used only to provide or improve city services and is not shared with other organizations for commercial purposes. Personal data in our possession is maintained and used in ways that respect individual privacy and will never be shared or sold to other entities, with the exception of health information collected and shared in the case of providing medical treatment.

(6.2) Inclusion Statement

All programs and activities are open to everyone without regard to race, color, religion, sex, national origin, disability, age or political affiliation.

(6.3) Accessibility – Reasonable Accommodation Policy

It is the intent of Owensboro Parks and Recreation to make all programs and facilities accessible to individuals with disabilities. If an accommodation is necessary for a patron's participation, please advise Owensboro Parks and Recreation staff of the needed service and/or accommodation in advance or at the time of registration by contacting our office at 270-687-8700. Please ask to talk to Amanda Rogers, Director of Parks and Recreation.

SPECIAL THANKS TO THOSE WHO MAKE DAY CAMP POSSIBLE:
Several Owensboro businesses who welcome us
Owensboro Board of Education for providing the Summer Feeding Program



EDGE DAY CAMP

The 2021 Edge Day Camp Parent Manual is available at the front desk of the Edge Ice Center and also at www.owensboroparks.org. Please read over the entire manual. Each parent is required to sign the bottom of this sheet. By signing this sheet you are verifying that you have been made aware how to access the parent manual, attended the parent meeting or met with a site supervisor prior to the child's first day, and will abide by our Parent's Manual in its entirety.

Print Child(ren)'s Name

Print Parent's Name

Parent's Signature

Date

(PLEASE RETURN THIS BY OR ON YOUR CHILD'S FIRST DAY OF CAMP)