



# Parent's Manual 2024

Dear Parents & Guardians,

Welcome to Day Camp! We hope you find your experience with us a rewarding one. We look forward to an exciting camp filled with laughter, memories, and a whole lot of FUN! This manual will share more about us, and how we operate camp. Parent and Camper Rules and Policies are included.

At Day Camp, we strive to provide a positive and meaningful experience for each camper. We understand each child is different, and we modify our programs to provide great experiences for all.

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 our team. For these reasons, our staff are trained in many areas before camp begins.

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 are not a licensed childcare facility, but a recreational camp for children.

Thank you again for enrolling your child in our 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 270-687-8700.

LET THE FUN BEGIN,

Brittni B. Klotzback  
Recreation Supervisor  
Owensboro Parks & Recreation



## **PHILOSOPHY**

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

## **PROGRAM**

Here at camp, we strive to help your child become a leader by letting him/her lead and teach other campers new games during free time. As they grow at camp, they receive responsibilities throughout the day. We attempt to help your child find out who they are and help build their self-confidence. Day Camp is here to let your child have new, exciting recreational experiences!

## **OBJECTIVES**

- Safe, secure developmentally appropriate environment.
- The opportunity for campers to develop self-confidence and appreciation of personal strengths.
- Develop a sense of responsibility as a member of his or her family, the community, and the world.
- Opportunities to develop respect for the natural environment, self, and others.
- Campers develop his or her leadership capabilities
- Fun and caring atmosphere.

## **PRIVACY STATEMENT**

Owensboro Parks & Recreation is sensitive to the privacy and security interests 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 & 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 an unwarranted invasion of personal privacy. All visits to the Owensboro Parks & 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 & Recreation website. Other information is collected voluntarily 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, except health information collected and shared in the case of providing medical treatment.

## **INCLUSION STATEMENT**

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

## **ACCESSIBILITY—REASONABLE ACCOMMODATIONS POLICY**

Owensboro Parks & Recreation intends 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 & 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 Manager.

## **SCHOLARSHIP POLICY**

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 on a resident's ability to pay. Please request a scholarship application, fully complete the paperwork, and return any required documents to be considered for this service.

## **FEES, PAYMENTS, AND REGISTRATION INFORMATION**

To register for camp the first time you will need to call 270-687-8700 or in Person at Owensboro Parks & Recreation Administrative Center located at 1530 McJohnson Avenue. You will need to pay the registration fee and the first week of camp. After you have attended your first camp in 2024, you can register online for any remaining camps your camper wants to attend.

After payment has been received, you will get an email from ePACT that will ask you to fill out your online forms. If you are a new family, please create a new account. If you are returning, please log in with your username and password. All forms need to be completed by the registration deadline. Be sure at the end to submit forms and share them with Owensboro Parks & Recreation.

**Annual Registration Fee:** A **\$70 non-refundable** registration fee per camper is required yearly for each camper.

### Spring Break – April 1-5, 2024

The weekly fee is \$110 per camper with no sibling discount

### Summer Camp: May 28 – August 2, 2024

The weekly fee is \$110 a week. We offer a \$5 sibling discount for families that have multiple children in the same household. A \$35 hold-your-spot fee is applied for up to 3 weeks that your child is not in attendance at camp. The full weekly fee will be charged for weeks that are unattended after the use of the 3 vacation weeks.

### Fall Break – October 7-11, 2024

The weekly fee is \$110 per camper, with no sibling discount

### Holiday Camp: December 19, 2024 – January 3, 2025 (no camp on December 24/25 or January 1)

The camp fee will be \$30 per child per day, or \$220 for campers signed up for the entire camp. We must have at least 45 campers signed up for 5 days or more to make camp go. There is no sibling discount.

**Field Trip Fees:** Some field trips are not included in the weekly fee. You will be notified at the Parents Meeting what field trips will cost an additional fee to attend. This fee will not go over \$7 per camper for admission to the field trip. On Thursday, campers are allowed to bring no more than \$5 to camp to spend at the concession stand on Friday swim days. The money will not be accepted on the morning of swim. This is not mandatory. Concession money needs to be turned in on Thursday before our swim day. You will need to place it in a baggie with the amount and the camper's name on it. Siblings cannot share baggies. Change must be given back to the parent at pick-up. Money cannot roll over the next week.

**Note:** Summer weekly camp fees are to be paid by the close of business Friday before the next week begins. Please pay your weekly fee to the Site Supervisor, or **ONLINE**. A late fee of \$5, per child will be added to your payment if your payment is past due. 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 online before the week begins or pay in person in advance. **NEW in 2024.** Campers who drop from either summer camp program are ineligible to register for future camps. Unless the family pays a drop fee to put their camper in good standing. This is added to ensure we cover the costs of camp and limit increases on future camp weekly rates.

### Drop Fee Rate:

*Drops week of July 15 or before - \$200 per camper*

*Drops week of July 22 - \$150*

*Drops week of July 29 - \$100*

## Returned Check Policy

If a check is returned to camp by the camp supervisor for Insufficient funds the parent will notify the bank immediately. The Parent is 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 accepted 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 camper will not be accepted back to camp until payment is collected and the family has a \$0 balance due.

## Refunds/Credits

To receive a refund for a week of Day Camp you must let the camp director know that your child/children will not be attending camp at least 2 business days before camp starts or before the week of camp the campers will miss. Once a camp week has started there will be no refunds made. 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 Break Day Camps for prepaid weeks the child did not attend.**

## TAX INFORMATION

Per Kentucky House Bill 8 (HB8) .06% sales tax must be applied to recreational transactions. The Owensboro Parks & Recreation Department's tax ID number is 61-6001888. Our staff keep a weekly log of payments received. We will email out a tax statement in January 2025 for camps that your child/children attended during the 2024 year. Your receipts and tax statement can now be accessed and printed through your Rec Trac account.



## **CAMP SITE**

Owensboro Parks & Recreation Administration Center  
1530 McJohnson Avenue  
Owensboro, KY 42303



## **CONTACT INFORMATION**

Day Camp Office: 270-687-8712

Parks Office: 270-687-8700

Camp Director, Brittini Klotzback: 270 -687-8710

## **STAFF**

Site supervisors and staff are well-trained, enthusiastic, and caring individuals. Our staff ratios reflect our commitment to safe, high-quality program supervision. All staff members are certified in First Aid, adult and child CPR, and AED. We follow American Camp Association Standard HR-8 specifies at least 70% of the staff who supervise the campers are at least 18 years of age. Also, we specify that ALL staff be at least 15 years of age.

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



## DATES FOR 2024 CAMPS

**Spring Break Camp:** April 1-5

**Summer Day Camp:** May 28- August 2

**Fall Break Camp:** October 7-11

**Holiday Camp:** December 19-January 3

Site hours will be 7:30 a.m. – 5:30 p.m., Monday through Friday. Early Room starts at 7:00 a.m. and costs an additional \$2 per day. The early room fee applies whether the camper uses the room for one minute or thirty. An additional fee of \$1 a minute will be added for any pick-ups after 5:30 p.m. **If a parent picks up late 3 times the camp has the right to remove the camper for camp.**

## ATTENDANCE

It is important for us to know if your child is unable to attend camp on any day. Please send a note in advance or call the site on the day they will miss before 9 a.m. if at all possible; so we can plan accordingly and advise his/her leader not to expect him/her. This helps us to manage our time and your expense. Site Supervisors will attempt to place calls after 10 a.m. to those campers not in attendance if they have not been notified otherwise. If your child is ill, please call the Day Camp front desk. We will inform your child's counselor immediately. **PLEASE DO NOT SEND YOUR SICK CHILD TO CAMP. A camper must be fever-free for 24 hours before returning.** Campers will not be accepted the next day if they were sent home with a fever of 100.4 or higher.

## MEALS AND SNACKS

Breakfast, lunch, and morning and afternoon snacks will be provided. Breakfast will be served from 8:00 – 9:00 a.m. Lunch will be served from 11:00 a.m. to noon. Parents will receive a breakfast and lunch menu in advance to plan meals if needed. If your child does not like or is allergic to a meal provided; please prepare and send a lunch for your camper. 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.**



## TRANSPORTATION DURING CAMP

- Owensboro Parks & Recreation Department does not provide transportation to or from camp.
- Staff are not permitted to transport campers in their personal vehicle.
- Campers who take a bus to the field trip destination must also return from the trip on the van or bus provided.
- Only registered campers and staff can ride in buses to and from the field trip.



## **FIELD TRIPS AND SCHEDULES**

Field trips may occur on Tuesdays and swimming takes place from 9:00 a.m. – 11:30 a.m. Wednesdays and Fridays each week. There will be no charge for swimming, but other field trips may cost extra, not to exceed \$7. Calendars for the summer schedule are handed out at the parents' meeting and the first week of camp to inform parents of our field trip schedule and swim times.

- **Parents/Guardians are not allowed to attend any field trips with the camp.**
- Weekly group schedules for the final week will be available for parents each Friday afternoon via email.



## **SUSPECTED ABUSE OR NEGLECT**

By the procedures outlined in *The Abused and Neglected Child Reporting Act*, any camp personnel having reasonable cause to believe a child known to them in their professional capacity may be abused or neglected shall immediately report the matter to his/her supervisor. The proper authorities will be notified.

## **VISITORS/VOLUNTEER POLICY**

Visitors/Parents are always welcome at Day Camp. However, we ask all visitors to check in with the Site Supervisor upon arrival. Persons unknown to staff will be required to show identification. All volunteers must complete a City of Owensboro Volunteer Application. If you are interested in volunteering, please contact Brittni Klotzback, Recreation Supervisor. Know a background check will be run before you can volunteer. This can take up to five business days.

## HEALTH AND SAFETY STAFF AND SERVICES

The Site Supervisor is responsible for dispensing medications to campers. Day Camp Counselors and Assistant Counselors are only trained to administer CPR/First Aid and AED. Please be sure you have answered all of the questions on our Health Form. Special instructions and concerns should be communicated to our staff during the parents' meeting or before the first day of camp. All medications, including prescriptions and over-the-counter medications, must be left with the Site Supervisor to dispense. All prescriptions left with the Site Supervisors must be in the original container, be clearly labeled, and be accompanied by written instructions from your physician. Please be sure to pick up your meds from the Site Supervisor on the last day of camp. Medication not picked up within a week of the camp's end will be discarded. We cannot send it in the mail. In cases of illness or injury, the camp will call the person indicated on the Health Form as parent/guardian. You must keep the camp informed of all changes in address or telephone numbers

## PERSONAL PROPERTY FROM HOME

Personal items (e.g. toys, games, sports equipment, movies) from home may only be brought on specific days during the summer. Books may be brought from home to read during personal time (please observe schedule). Please check your weekly calendar for these days when your camper can bring special items and make sure to put your child's name on them.

## MONEY

Please do not send money to camp with your child. Campers will not be allowed to purchase items on field trips unless otherwise specified. Day Camp is not responsible for money that is lost or stolen.

## PROHIBITED ITEMS

- Cell phones/electronics unless specified by camp supervisor
- Animals
- Weapons and/or dangerous instruments (firearms, knives, guns, etc)
- Drugs
- Alcohol
- Fireworks
- Drinks other than water in a water bottle



## REASONS WE MAY CONTACT YOU

- Disciplinary problems after warnings have been issued
- Serious injury or illness
- Lost or missing child
- Fire
- Late Payment – more than one week

## INCLEMENT WEATHER/DISASTER

In the event of inclement weather such as heavy rain, flooding, storms, or tornados, and your child is in attendance at Day Camp, Staff will remain on-site with the participants until every camper has been picked up for the 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.**

**Owensboro Parks & Recreation does not offer camp when a natural disaster or significant event occurs such as an earthquake, tornado, flooding, boil advisory, etc. takes place that could possibly cause schools to close for an extended period of time.**

## SAFETY DRILLS

Fire, tornado, lock down, and earthquake drills are required by law on regular intervals and are important safety precautions. These drills will be practiced in staff training and then at the beginning of camp. Campers are to follow the Counselor's instructions and observe all drills as though they are real. Our camp is immediately informed of any severe weather information.

## SMOKING

Per City, ordinance staff and the public are no longer allowed to smoke on City Park property. This means your children will be able to enjoy a smoke-free pool, park, and playground!

## COMMUNICATION WITH STAFF

Throughout camp staff need to communicate with parents for numerous reasons. We want to make this communication process as easy as possible. Staff can leave good or need improvement notes in the sign-in/sign-out binder. Also, the window above the sign-out table will be used for announcements, special projects, and awards given out throughout the week.

If you would like to set up a meeting with a Supervisor or the Camp Director, please call 270-687-8712

## CLOTHING

Please note the campers will be very active. Make sure to dress your child in clothing that he/she will be able to get dirty during activities such as painting, water games, playground/outside time, modeling clay, tie dye, etc. Please take note of the activities calendar and plan clothing accordingly. **Your child should wear shoes that tie, preferably gym shoes.** Open-toe sandals or slip-on sandals are discouraged and should only be worn on swim days!

## CAMPER GEAR CHECKLIST

Counselors will inform campers and parents if there are any needed items not mentioned below.

- Water Bottle (NAME ON THE BOTTLE) \* filled with water only
- Towel and swim gear (goggles are suggested)
- Campers can bring puddle jumper/life Jacket during swim time if swim test is not passed  
(No arm floats that have to be blown up)
- Appropriate shoes- Tennis Shoes are suggested. (Must be closed-toed and have a rubber sole.)
- Backpack- to carry items \*
- One bottle of spray sunscreen. Must be Coppertone or Banana Boat Sport SPF 50 or higher. Please bring in the first week of camp & give to supervisor) Face Stick of their own to keep in cubby if camper chooses to.
- Seasonally appropriate clothing each day \*
- Extra change of clothes: Younger campers should bring spares to leave in their cubby- in case of accidents, labeled with the name of camper.

## LOST AND FOUND

A lost and found box will be available. We highly recommend putting your child's name on all personal items. After the camp has come to an end, the lost and found box will be kept for 2 weeks at the Owensboro Parks & Recreation Administrative Office. Any items that have not been picked up within the 2 weeks will be discarded.

## SUNSCREEN

NEW - All parents need to provide one bottle per child of spray sunscreen. It must be either Banana Boat Sport or Coppertone Sport SPF 50. Sunscreen needs to be turned in during the first week of camp. We will keep sunscreen in the day camp closet for each swim day. Names are not required on bottles unless your child needs a specific sunscreen. Supervisors will let you know when a second bottle is expected. **All Bottles must be the spray kind.** Sunscreen should be applied each morning when your camper arrives. Due to liability reasons, our Day Camp staff is allowed to apply sunscreen to ONLY the arms, fronts of legs below the knees, and the faces of campers when applying a lotion. If your child needs a specific brand due to skin allergies, make sure your forms state that information, and write the camper's name on the bottle with a sharpie and leave at the supervisor's desk.

## **HEALTH AND SAFETY**

### **Illness**

If your child is ill or has a fever, we discourage participation. If a camper 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 staff immediately. All parents will be notified as soon as possible. Your cooperation is appreciated.

### **Medical Emergencies**

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

- a.** Call 911.
- b.** Contact parent or guardian. If unavailable, then contact persons listed on the Health Form.
- c.** The injured child will be transported by paramedics to Owensboro Health Regional Hospital.

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. Day Camp employees are not permitted to transport injured parties in parks & recreation or private vehicles.

### **Medication**

We prefer not to dispense medication during Day Camp hours. In the event a camper 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 in proper container with the specifications on how often and how much we are to give during camp.
- d.** We reserve the right to refuse to dispense medication.
- e.** All medications will be kept in a locked box away from children.
- f.** Any medication not picked up at the end of camp will be properly disposed of after one week.

### **First Aid**

If a camper 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, but we do have a nurse that is on call during Day Camp hours. 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. Parent will be notified after medical personnel have been contacted. If your child has any allergies, medical conditions, or special needs, please notify your child's Camp Director or Camp Counselor PRIOR to the first day!

## RULES

The goal of the Owensboro Parks & Recreation Day Camp is to create a respectful, responsible, and safe environment where campers can have fun and enjoy his/her time at camp. Staff will use its discretion in its choice of disciplinary measures depending upon the child's age, his or her specific infraction, and general pattern of behavior.

Though the vast majority of Day Camp participants display proper behavior and extreme discipline problems are an exception to the rule, there are discipline procedures in place. Day Camp stresses proper behavior and a code of conduct including but not limited to the following areas:

### **Participants shall:**

1. Show respect for all program staff. Follow directions the first time given.
2. Show respect for all program participants. Keep hands, feet, arms etc. off other participants. Fighting will not be tolerated.
3. Not verbally threaten staff or participants.
4. Use conduct that demonstrates appropriate and acceptable behavior. Dangerous behavior, including horseplay, which could cause harm to others is unacceptable.
5. Show respect for other people's property. Shall not handle, touch or use another person's property, or property designated for the program, without prior permission.
6. Stay with your group leader and/or assigned activity. Campers shall not hang out or play in the restrooms or any room that is not specifically designated for a Day Camp activity without permission from a staff member.
7. Not possess, display or use any object that could harm another person.
8. Not use profanity or obscene and abusive language or gestures.
9. Not participate in or encourage any activity that is disruptive to the general peace and welfare of the Day Camp or related functions.
10. Observe and obey all facility rules and procedures. Have FUN and Keep a POSITIVE ATTITUDE!

## DAY CAMP BULLYING POLICY

Day Camp is committed to making every child's camp experience safe and fun! As we, at Day Camp provide a safe and orderly environment conducive to fun, 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 the goal of Day Camp Success 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 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,
- 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.

### DAY CAMP DISCIPLINARY PROCEDURES

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, markings 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 brings home a red face on their daily behavior report three times within a short period the camper will be suspended for one day. If the behavior does not improve when the child returns the child could be suspended for multiple days or permanently suspended from camp.** 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.



## TYPICAL DAY

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

- 7:00 – 7:30 a.m. Early Room (additional \$2 a day) Play board games with a Supervisor or watch cartoons.
- 7:30 – 8:00 a.m. Check-In – assembly takes place in the classroom where campers can watch cartoons, color, play board games, or build with blocks/Legos, etc....
- 8:00 – 8:30 a.m. Breakfast
- 8:30 – 9:30 a.m. General Assembly  
Group Games and Free Time  
(Free Time: Outside play, board games, puzzles, books, coloring, beads, Legos, counselor-led crafts and games, etc...)
- 9:30 – 11:00 a.m. Breakout into groups with Counselors  
Light snacks will be served between 9:30 and 10 a.m.
- 11:00 a.m. – Noon Lunch
- 12:45 – 3:30 p.m. Breakout into groups with Counselors
- 3:30 – 4:00 p.m. Afternoon Snack
- 4:00 – 5:30 p.m. Free Time: Outside play, board games, puzzles, books, coloring, beads, Legos, Counselor-led crafts and games, etc...

Movies may be included in weekly schedules. We will only show PG/G-rated movies.

**Member of the American Camp Association.**



ACA membership means our Day Camp cares enough to undergo a thorough (over 300 standards) annual self-review of operations, from staff qualifications and training to emergency management.

The American Camp Association collaborates with experts from the American Academy of Pediatrics, American Red Cross, and other youth service agencies to ensure current practices reflect the most up-to-date, research-based standards in camp operation.

Our Day Camp is structured to emphasize development and education while promoting a healthy lifestyle. While at camp, children participate in arts, crafts, games, sports, swimming, special programs and classes, field trips, and many surprises!

## **PARENTS**

**You must read this manual and sign below. By signing, you are acknowledging and verifying you have read and understand our policies and procedures included herein, and agree to abide by our Parent's Manual in its entirety.**

---

Camper/Campers Name

---

Print Parents Name

---

Parent's Signature

---

Date

