

Parent Handbook

Wyandot Camps

Kidzone

My First Camp



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PHILOSOPHY AND PURPOSE

The City of Dublin, Division of Recreation Services maximizes the lifelong benefits of recreation, learning and the arts by delivering innovative programs, inclusive activities, excellent facilities and services to enhance the quality of life throughout the community.

WYANDOT, KIDZONE & MY FIRST CAMPS GOALS

- Maintain the safety and well-being of camp participants and staff
- Develop campers' independence, self-esteem, and peer relationships
- Teach the importance of a healthy, active lifestyle
- Develop an appreciation of the arts
- Develop an appreciation of the outdoors

How Do We Accomplish Our Goals?

At the City of Dublin, Recreation Services our goals are very important to us and, in fact, guide everything that we do each day at Wyandot Camp, Kidzone, and My First Camp. We have many policies and procedures that provide for the safety and well-being of the camp participants and staff to make our programs a better place for all. Some of these include policies that guide: sunscreen use, medication distribution, emergency procedures, behavior management guidelines, and many more. We also want your child to feel comfortable, relaxed, and happy while in our programs so we use America's Promise and the Search Institute's 40 Developmental Assets to guide most of our programming decisions. We also chose to staff our programs with qualified and competent counselors so that each child gets the support and guidance that he/she needs to be successful in our programs. Children learn about healthy lifestyles, the arts, and the outdoors in their regular sessions each week. We work hard to give your child a fun and educational summer!

For more information about America's Promise visit:

www.americaspromise.org

For more information about the Search Institute's 40 Developmental Assets visit:

www.search-institute.org/assets/forty.htm

AMERICAN CAMP ASSOCIATION (ACA)-ACCREDITED CAMP STATUS

The American Camp Association® (ACA) announced October 27, 2011 that the City of Dublin's Wyandot, Kidzone and My First Camps have received ACA-Accredited® Camp status.

"ACA Accreditation means that Wyandot, Kidzone and My First Camp submitted to a thorough (up to 300 standards) review of its operation by the American Camp Association (ACA) — from staff qualifications and training to emergency management—and complied with the highest standards in the industry," said Cindy Moore, National Standards Commission.

"Parents expect their children to attend accredited schools. They also deserve a camp experience that is reviewed and accredited by an expert, independent organization," Moore said.

ACA is the only independent accrediting organization reviewing camp operations in the country. Its nationally-recognized standards program focuses primarily on the program quality, health and safety aspects of a camp's operation. ACA collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth-serving agencies to assure that current practices at the camp reflect the most up-to-date, research-based standards in camp operation. For more parent-focused information about accreditation, visit ACA's www.CampParents.org.

GENERAL CAMP INFORMATION

BRIEF CAMP DESCRIPTIONS AND LOCATIONS

My First Camp (3-5 years) at the Dublin Community Recreation Center

5600 Post Road, Dublin, OH 43017

\$75/week for city of Dublin residents, \$85/week for school district residents & non-residents

M-F, 9am—Noon

Children attending My First Camp must turn three years old during their first week enrolled at camp and may remain at camp until the week he/she turns six years old. *All campers must be potty trained before attending My First Camp.*

My First Camp is a traditional summer camp program that focuses on: the creative arts; health, wellness & physical activities; and nature & science exploration. Campers must be fully potty trained.

Kidzone (5-12 years) at the Dublin Community Recreation Center

5600 Post Road, Dublin, OH 43017

\$75/week for city of Dublin residents, \$85/week for school district residents & non-residents

M-F, 9am—4pm

Please send a packed lunch (no peanut products) or purchase lunch during registration (\$18.75/week).

Children attending Kidzone must turn five years old during the first week enrolled at Kidzone and may remain in the program until the week he/she turns 13. *All children must have completed kindergarten before attending Kidzone.*

Kidzone is a traditional summer camp program that focuses on: the creative arts; health, wellness & physical activities; and nature & science exploration. Campers swim once a week at the recreation center's indoor pool. Campers must have completed kindergarten.

Wyandot Camp (6-12 years)

Located at Scottish Corners Elementary School & Wyandot Elementary School

Camp Wyandot at Scottish Corners, 5950 Sells Mills Drive, Dublin, OH 43017

Camp Wyandot, 5620 Dublinshire Drive, Dublin, OH 43017

\$160/week for city of Dublin residents & school district residents, \$176/week for non-residents

M-F, 7am—6pm (Pre-care takes place from 7:00 am to 9:00am and after-care takes place from

4:00pm to 6:00pm. Structured camp hours are from 9:00am to 4:00pm. Pre- and after-care are provided at no additional cost.)

Please send a packed lunch (no peanut products) or purchase breakfast and lunch during registration (\$26.25/week).

Children attending the Wyandot Camps must turn six years old during the first week enrolled at camp and may remain at camp until the week he/she turns 13. *All children must have completed kindergarten before attending a Wyandot Camp site.*

Wyandot Camp is a traditional summer camp program that focuses on: the creative arts; health, wellness & physical activities; and nature & science exploration. Campers swim twice a week; once at the Dublin Recreation Center's indoor pool and once at the Dublin North Pool. Camp participants attend one field trip each week (schedule available at <http://dublinohiousa.gov/recreation-services/camps/>).

CAMP POLICIES & PROCEDURES

REGISTRATION

Registration must be completed prior to your child attending the program. **Registration will not be accepted at the camp sites.** Registration is online only at <http://dublinohiousa.gov/recreation-services/>.

CAMP FEES

Kidzone and My First Camps require 100% payment at the time of registration.

Wyandot Camps require 50% payment at the time of registration **and the remaining 50% is due on or before May 30.**

Wyandot Camp families who do not pay in full at the time of registration must pay the remaining 50% by May 30 if they wish to remain enrolled in camp. Families have three options to pay the remaining 50%:

1. Call Sharon Adamek (614-410-4575) on Mondays, Tuesdays, Wednesdays or Fridays before May 30 and pay with a credit card over the phone.
2. Drop off check or cash at the DCRC during operating business hours, up to 5pm on May 30.
3. Log on to the website (www.dublin.oh.us) and pay in your online account (which is the same place you registered for camp). Detailed instructions about paying a balance online are on our website at www.dublin.oh.us/recreation/camps.

LATE FEES—Payments made after 5:00pm on May 30 will be considered late and the parent/guardian will be charged a \$15 late fee. Camp participants will not be accepted into Wyandot Camp until the balance and late fee are paid in full at the Front Desk in the Dublin Community Recreation Center. It is very important that payments are made on time. It is up to you to remember to pay your balance. Delinquent accounts will result in termination of enrollment.

Camp counselors are not authorized to accept payment at the individual camp sites!

REFUNDS/CREDITS/TRANSFERS FOR WYANDOT & KIDZONE CAMPS

Priority Registration, beginning April 2 through 3, is for families who commit to and register for the entire 8-week camp season, assuring your camper is active and engaged the entire summer. By registering early and reserving a spot for the 8-week season, you are NOT eligible for any refunds, credits or transfers.

Weekly Camp Registration, beginning April 4, is for families who register for any of the remaining individual weeks of camp. By registering for camp on a week-to-week basis, you are eligible for refunds, credits or transfers according to the following schedule:

Beginning at 6am on Mon., April 8 through Fri., April 19 prior to noon:

- Families are permitted to cancel up to 2 weeks of camp per child, free of charge.
- If canceling more than 2 weeks per child, a \$25 administrative fee will be charged per child for EACH transaction.

Beginning at 6am on Mon., April 22 through Fri., May 3 prior to noon:

- Families are permitted to request a refund, credit or transfer, however there is a \$25 administrative fee charged **per child** for **EACH transaction.**

NO Refunds, Credits and/or Transfers granted after Noon on Fri., May 3:

- This includes the need to miss any portion of camp due to vacations, athletic camps, scheduling conflicts, or any non-emergency situation. DCRC cannot accommodate a refund, credit or transfer request after Noon on May 3, therefore families will lose their camp fees (unless they choose to remain in the program).

- Refunds for hardship situations can be requested in writing to the Director of Recreation Services and must be accompanied by proof. A hardship situation is defined as a job transfer of 25 miles or more away, job loss or camper's serious medical condition.

There will be no exceptions to the refund/credit and transfer policy as stated above. Please use the grace periods provided to adjust your weekly camp dates based on any vacation plans, athletic camps, etc. that arise after registering for summer camp.

PURCHASING BREAKFAST/LUNCH AT CAMP

We will continue our partnership with Dublin City Schools that will provide parents the option to purchase breakfast and lunch for your child(ren). If you're tired of packing lunch each day, you'll now have the option to purchase lunch for your child. The process to purchase lunch is as follows.

If you want to purchase lunch there are a few things you need to know:

- ALL food purchases must be made at the time of registration. Participants will NOT have the option to purchase lunch at any other time.
- Participants must purchase food for the entire week.
- If participants choose to register for the entire 8 week camp enrollment option, you must choose to pack or buy lunch for the entire 8 week camp season.
- If participants choose to register for the week-to-week enrollment option, you can pick and choose which weeks you would like to purchase food.
- Wyandot parents will pay \$26.25/week for breakfast & lunch (this includes a packed lunch on field trip days). Breakfast will be choice of cereal, milk and fruit.
- Kidzone parents will pay \$18.75/week for lunch. The lunch menu is the same as the Wyandot Camp menu. *Kidzone must have at least 25 campers enrolled in the lunch program in order for the school to deliver lunches to DCRC.*
- Dublin Schools use no pork products, offer a vegetarian option each day, use whole grains as often as possible, use rBST/rGBH free milk and use low-fat dairy products.
- Dublin Schools can provide an ingredient list to camp families with children who have food allergies.
- The lunch menu is included at the end of this Parent Handbook and is also available online at www.dublin.oh.us/recreation/camps.

CAMP PARTICIPANT HEALTH CARE FORM

Camp participants who participate in the Wyandot, Kidzone & My First Camp programs must have a current Health Care Form completed BEFORE they are permitted to attend camp. Health Care Forms should be completed online. Health Care Forms do NOT require a doctor's signature and must be updated annually. Campers who are missing a current Health Care Form will not be permitted to stay at camp until the staff have on site a completed, updated form.

SIGN-IN/SIGN-OUT PROCEDURES

For your child's safety, each child must be signed-in at camp each morning and signed out every evening by an authorized adult. There can be NO EXCEPTIONS to this policy. Parents will ALWAYS drop off their child and pick up their child at their assigned camp location (including pool and field trip days). Parents must sign-in and sign-out their child(ren) from the camp site. Persons authorized to sign a camp participant in and out of camp must be 18 years of age or older and named on the Health Care Form as a parent, guardian, second parent, second guardian, emergency contact or additional authorized person. ALL parents and authorized persons must show appropriate identification (driver's license, photo ID with name) to remove a participant from the Wyandot, Kidzone & My First Camps—no exceptions. You must show appropriate identification EVERY time you remove your child from camp. The camp counselors are required to ask for Identification even after they know who you are. Please adhere to posted speed limit and parking signs in the camp locations.

ABSENCES/MISSING A DAY OF CAMP DUE TO ILLNESS, ETC

Parents are asked to call their child's camp site (phone numbers available when camp starts) if their child will not attend camp as expected (for any reason including illness). Camp staff will NOT call parents/guardians if a child does not attend camp as registered. Refunds or credits cannot be granted for missing camp due to illness, etc.

OPENING AND END-OF-DAY CLOSING

The Wyandot Camp, Kidzone and My First Camp sites follow the strict hours of operation as listed below:

Wyandot Camps—7am to 6pm

Kidzone—9am to 4pm

My First Camp—9am to Noon

Children are not permitted to be dropped off prior to the start time and children must be picked up when the program ends. It is the parents responsibility to make every effort to pick up their child(ren) before closing time. Camp staff have other commitments after this time, so please respect the staff in this matter.

EARLY DROP-OFF/LATE-PICK UP FEE STRUCTURE

A flat fee of \$10.00 will be assessed to any individual dropping off their child before the program starts or picking up later than five minutes after the program ends. In addition to the flat \$10.00 fee, a fee of \$1.00 per minute will be assessed.

For example, a child dropped off at 8:45am at Kidzone (9am start time) will be assessed the flat \$10.00 fee plus an additional \$15.00 for the 15 minutes before 9am (bringing the total to \$25.00).

For example, a child picked up at 6:15pm at a Wyandot Camp (6pm end time) will be assessed the flat \$10.00 fee plus an additional \$10.00 for the 10 minutes between 6:05-6:15pm (bringing the total to \$20.00).

PAYMENT OF EARLY DROP-OFF/LATE PICK-UP FEES

Payment of all fees is expected at the time of drop-off or pick-up. Staff will provide a written receipt for all fees paid. Camp participants will not be permitted to attend camp until all fees are paid.

WHAT TO BRING TO CAMP: Wyandot & Kidzone Camps

1. **LUNCH**—Please send a healthy, substantial, peanut-free lunch with your child that DOES NOT REQUIRE REFRIGERATION. We do not provide refrigerators for camper lunches. Parents can also choose to purchase lunch on a weekly basis **ONLY** during registration. Campers will **NOT** have the option to purchase lunch after registration ends in May.
2. **CLOSED-TOE ATHLETIC SHOES**—Please send your camper in closed-toe shoes appropriate for active outdoor play. Old tennis shoes are best because they are already broken in and will get very dirty. Sandals, flip flops, and crocs make everyday activities difficult and put your child at a greater risk to trip, fall, or sustain foot and ankle injuries. (Sandals, flip flops, etc are appropriate for pool days **BUT** please pack them in your child's bag) Please send your child to camp in closed-toe athletic shoes so he/she can fully participate in all scheduled active play.
3. **WATER BOTTLE**—Please send a refillable water bottle with your child. It is important to keep your camper hydrated throughout the entire day. We discourage drinks with high sugar and/or caffeine content as they do not hydrate your child as well as water.
4. **SWIMSUIT/TOWEL**—Please send a swimsuit and towel with your child on their assigned swim

day(s). You will be provided with your child's scheduled swim days on the first day of camp. *Please check Dublin Pool Rules for acceptable items.*

5. **BACKPACK/BAG**—Please pack and label one bag for your child with all of the things outlined above plus any extra items your child may need (hat, sun block, extra socks, sweatshirt, etc) and ensure that all items are clearly marked with your child's first and last name.

WHAT TO BRING TO CAMP: My First Camp

1. **CLOSED-TOE ATHLETIC SHOES**—Please send your child in closed-toe shoes appropriate for active outdoor play. Old tennis shoes are best because they are already broken in and will get very dirty. Sandals, flip flops, and crocs make everyday activities very difficult and put your child at a greater risk to trip, fall, or sustain foot and ankle injuries.
2. **WATER BOTTLE**—Please send a refillable water bottle with your child. It is important to keep your child hydrated throughout the entire time at camp. We discourage drinks with high sugar and/or caffeine content as they do not hydrate your child as well as water.
3. **BACKPACK/BAG**—Please pack and label one bag for your child with all of the things outlined above plus any extra items your child may need (hat, sun block, extra socks, sweatshirt, etc) and ensure that all items are clearly marked with your child's first and last name.

WHAT NOT TO BRING TO CAMP: Wyandot, Kidzone & My First Camps

The following regulations apply to all camp staff, campers, parents, visitors and contracted instructors at Wyandot Camps, Kidzone & My First Camp.

We respectfully request that the following items remain at home:

- Personal Sports Equipment
- Animals
- Hand Held Video Games
- iPods (or other music players)
- Cameras
- Money
- Trading Cards & Collectibles

The City of Dublin and its staff is not responsible for any items or money that are lost or damaged at camp. Any items brought to camp are the sole responsibility of the camper, and parents and campers should understand this policy and accept any risk before sending items to camp.

Alcohol, drugs and weapons are strictly forbidden at Wyandot Camps, Kidzone & My First Camp. Should any of these things be found at one of our programs the Dublin Police will be contacted immediately to remove the items and address the person who brought the items to camp.

WEEKLY FIELD TRIPS

Wyandot Camp participants go on scheduled field trips each Wednesday. All camp participants and staff are transported to the designated field trip in Dublin City School busses. Children should wear their designated camp T-shirt each Wednesday so we can easily identify each child enrolled in Wyandot Camp. For more specific field trip information, please read your weekly camp newsletter available at the camp site or online at www.dublin.oh.us/recreation/camps. Camp Supervisors may also be able to answer any specific questions you may have about upcoming field trips. A field trip schedule can be accessed online. Children are NOT permitted to spend or take personal money on field trips. All field trip costs are paid for in advance included in your camp fees.

Kidzone participants will take one scheduled field trip on Thursday, August 1.

My First Camp participants do NOT take field trips

SWIMMING TRIPS

Wyandot Camp participants will swim twice a week for two hours on each trip (4 hours/week). Please do NOT send money with your child to the pool. Camp participants and staff will go to the **North Pool** (5660 Dublinshire Drive, Dublin, OH 43017) and the **Dublin Community Recreation Center Indoor Pool** (5600 Post Rd, Dublin, OH 43017) as indicated.

Wyandot—Monday/Thursday at the North Pool & DCRC Indoor Pool (one day at each pool)

Scottish Corners—Tuesday/Friday at the North Pool & DCRC Pool (one day at each pool)

Kidzone camp participants will swim once a week for two hours on Wednesdays at the DCRC Indoor Pool. Please do NOT send money with your child to the pool.

My First Camp does NOT go swimming.

GENERAL SWIM POLICIES

- All campers who wish to have access to the deeper portion of either the DCRC Indoor Pool or the outdoor pool (water other than the designated shallow water area, slides, diving boards & lazy river) must pass the camp swim test.
- All campers identified as non-swimmers will receive a purple wristband that they will be required to wear during their time in the pool.
- One camp counselor will be available at the pool for any parent, camper or other concerns. This counselor will be sitting near the entrance of both the indoor and outdoor pools and should be the person that all questions are directed to. This counselor will carry a cell phone to use for contacting the camp site, parents, or any other camp business. All remaining counselors will be stationed either in or around the pool (Counselor Pool Expectations are available for details) and their focus will be solely on watching the campers in the pool—please do not direct requests or questions towards these staff members while the campers are in the water.
- Any camper who tries to gain access to any part of the pool that he/she is not permitted to be in will receive an automatic 3 (according to our camp behavior management policy), which results in an immediate consequence. The consequence is 5 minutes of sitting out of the pool for the first incident and removal from the pool for the remainder of the day for any subsequent incidents.
- Campers must be in swim attire to get into the pool. Campers are not permitted to wear cotton t-shirts over their swim attire. Cotton t-shirts absorb water and are considered a safety risk. Campers may wear close-fitting swim shirts (long or short sleeve) provided they are designed for the water and fit appropriately (close to the body).
- Special Needs campers must take the swim test if they wish to have access to the deeper portion of either the indoor or outdoor pool *even if they have a personal aide with them in the pool.*
- Campers will be swim tested on their first swim day at summer camp, at every School's Out swim session, and on their first swim day of both Holiday Camp and Spring Break Camp.

CAMP SWIM TEST PROCEDURES

- Campers will be tested in the deep end of the pool where they cannot touch.
- A lifeguard will be in the pool or on the deck where the camper jumps in to begin the test and will follow the camper the entire length of the pool.
- Campers must place their toes on the edge of the pool and jump in the water facing forward (the camper's head does not have to go completely under the water).

- Campers can use any swim stroke, or combination of strokes, to cross the pool. Campers must be able to swim one length of the pool (25 yards) without touching the lane lines, the bottom, the pool edge, the lifeguard or anything else to pass the test.
- Campers can wear goggles during the swim test.
- Campers can only attempt the swim test once each day.
- Campers can re-take the swim test on subsequent swim days. The camp staff and/or lifeguards reserve the right to deny a swim test re-take for any camper who we have observed and feel is at a significant risk in the water. They also reserve the right to postpone re-tests if there are not adequate staff to perform them or if there is a lack of available pool space to meet test parameters.
- Parents may request that a camper is not swim tested with the understanding that the camper will be identified as a non-swimmer and only allowed access to the designated shallow water area which is separated from the deeper portions of the pool by a rope.
- Campers only need to pass the swim test once (at either the indoor or outdoor pool) to gain access to the entire pool at both the indoor and outdoor pool locations.
- Campers between 42-48" in height who pass the swim test WILL still need to take an additional test to have access to the slides at both the indoor and North pools. This test is separate because it requires campers to be able to swim against a current, and it is consistent with Health Department regulations. Campers only need to pass the slide test once (at either the indoor or North pool) to gain access to the slides at both the indoor and North pool locations

PARENT ACCESS AND PARTICIPATION

Parents/guardians of children enrolled in Wyandot, Kidzone & My First Camps have unlimited access to our programs during operational hours for the purpose of contacting their child and/or evaluating the premises and/or the care provided. Upon entering the site, parents must sign-in as a visitor and notify the camp staff of his/her presence.

Parents are free to contact the Recreation Supervisor to discuss any concerns or offer suggestions about our programs. Your input is encouraged and greatly appreciated.

CAMP STAFF

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. All camp staff must meet the following minimum requirements to be employed by Dublin Recreation Services:

- At least 18 years of age with a minimum of one year of college or other life experience
- Successful interview (first year only)
- Three positive reference checks—not including family members (first year only)
- Negative drug screen (every year)
- No record in the National Sex Offender Database (every year)
- No criminal record on BCII background check (every year)
- Current CPR/First Aid/AED Certifications for Adults, Children & Infants

Staff Vehicles are not to be used to transport campers. Campers are prohibited from entering a staff member's vehicle for any reason.

EMERGENCY PROCEDURES AT WYANDOT, KIDZONE & MY FIRST CAMPS

All Wyandot, Kidzone & My First Camp staff are charged with responding to emergencies. The general principles that govern all emergency situations apply:

1. Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
2. Do the simplest thing consistent with good care.
3. Take care of the most important conditions first—maintain open airway, control severe bleeding, and prevent shock.
4. Engage campers not involved in the emergency in non-threatening, low impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).
5. If 911 is called the camp staff person who made the call should immediately call the Recreation Supervisor responsible for Wyandot, Kidzone & My First Camps (or continue up the organizational chart) to inform the Division of Recreation Services of the accident/incident. All further communication with parents/media will be handled by the department staff available.

INCLEMENT WEATHER

In case of severe weather, camp participants will be sheltered inside the facility they are based out of (either a Dublin Elementary School or the DCRC). In the event of light rain, campers *may* continue with scheduled activities or similar activities outside. While swimming, pool staff will determine the safety of pool conditions and campers will return to their base site for shelter if necessary.

MEDICAL PROCEDURES AT WYANDOT, KIDZONE & MY FIRST CAMPS

ALL regularly scheduled Wyandot, Kidzone & My First Camp staff must have a valid CPR/First Aid/AED certification for adults, children, and infants to be employed by Dublin Recreation Services. Camp staff are prepared to use basic first aid skills on a daily basis to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play. For specific Medical Standing Orders please contact the Preschool/Youth Recreation Supervisor.

- A. Camp staff are authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply band-aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Forms, provide more advanced first-aid (within the scope of training) as requested by parent/guardian when accompanied by physician's instructions (assist with epi pen, etc).
- B. Camp staff are expected to call either a child's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
- C. Camp staff are expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc) at all times when dealing with ANY medical situation.
- D. Accident/incident Forms will be completed after any treatment is provided and notes will then be recorded in the ABC log.

MEDICATION AT WYANDOT, KIDZONE & MY FIRST CAMPS

ALL medications (including over-the-counter or nonprescription drugs) taken routinely **MUST BE LISTED ON THE HEALTH CARE FORM AND SUBMITTED TO CAMP STAFF** to be dispensed at any Dublin Recreation Services program. Parent/guardians are requested to bring enough medication to last the entire time at camp. Medications **MUST** be kept in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of use—Wyandot Camp, Kidzone & My First Camp **WILL NOT ACCEPT OR DISPENSE** any medications not in the original packaging/bottle. Medications that meet the above guidelines will be dispensed in the following way:

- A. All medications received by Wyandot Camp, Kidzone & My First Camp will be stored in a locked

container (refrigeration available upon request) and dispensed according to the Health Care Form and physician's instructions by the Camp Supervisor or the camper's assigned counselor(s).

- B. The Wyandot Camp, Kidzone or My First Camp staff member dispensing the medication will document the date/time that the medication was given on the Medication Log.
- C. When at an off-site location, the counselor assigned to a camper who takes medications will carry those medications in a small first-aid kit and dispense those medications appropriately including updating the Medication Log upon returning to camp.
- D. Parent/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate, and then sign their camper back into the program.

If a camper brings medication to camp that: is not listed on the Health Care Form, AND/OR does not meet the above guidelines, AND/OR is not submitted to Wyandot Camp, Kidzone or My First Camp staff (child keeps in backpack or lunch bag) that medication will be stored in the locked medication container until a parent/guardian is able to retrieve it and it will NOT be dispensed to the camper. In the case that said medication is necessary for the health and well-being of the camper, the parent/guardian will be contacted to come and dispense said medications (see D). At this time the child's Health Care Form must be updated or the camper will not be permitted to remain at Wyandot Camp, Kidzone or My First Camp.

CAMP NURSE

Wyandot Camps, Kidzone & My First Camp employs a camp nurse (licensed RN) to enhance the overall health and safety of campers through lice screenings and emergency medical assessment and treatment on field trips. The camp nurse is also available to provide consultation on current health policies and procedures.

The camp nurse **will**:

1. Examine campers and staff for lice and discreetly communicate any infestations to parents and staff and provide a lice treatment plan to all infested families.
2. Participate in weekly camp field trips on Wednesdays for emergency medical assessment and treatment.
3. In conjunction with camp staff and/or administrative staff, communicate emergency medical situations to parents as needed.
4. Provide on call health related consultation on an emergency basis to camp staff and campers (max 4 hours/week).

The camp nurse **will not**:

1. Be at camp on a regular basis
2. Dispense or administer **routine** medications to campers or staff
3. Provide general medical care on a **daily** basis (take temperatures, treat routine head/stomachaches, treat common colds, etc.) for campers or staff.

CONTROL OF COMMUNICABLE DISEASES AND PESTS

When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the camp nurse and camp supervisory staff have the authority to exclude or isolate the student within sight from the group. Students with the following symptoms must be sent home and remain at home until they are symptom- free for 24 hours without the benefit of acetaminophen, ibuprofen, or anti-diarrhea medications.

- fever 100 degrees or higher,
- vomiting,
- diarrhea,
- or other signs of a possible communicable disease

For common communicable illnesses like strep, pink eye, ring worm, and impetigo that require medication treatment, students must complete a minimum of 24 hours of treatment before returning to camp. For other communicable illnesses like whooping cough and chicken pox, the exclusion time will be longer and may require a physician's note to return to camp.

Students with evidence of lice infestation will not be permitted to come to camp until treated and nits are controlled. Students must be re-checked and cleared by camp staff prior to re-admittance to camp. Students with scabies are also not permitted to come to camp until treated and rechecked.

For more information on communicable diseases and the guidelines for treatment and exclusion from camp, please see the Ohio Department of Health's Communicable Disease Guidelines.

CALLING A PARENT FOR MEDICAL CONCERNS

Camp staff are expected to call a child's parent/guardian for any medical situation that requires treatment other than basic first-aid (flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply band-aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Forms). Parents can decide at this time to both pick up their child and seek medical care of their choice, or ask the camp staff to call 911 for treatment.

Camp staff is required to call a child's parent/guardian any time camp staff call 911 for a camp participant.

Please note that camp staff is expected to call 911 **first** in cases of immediate, traumatic or life-threatening conditions (broken bone that punctures skin, severe bleeding, unconsciousness, etc.)

RECOGNITION AND PREVENTION OF CHILD ABUSE

Ohio Revised Code 2151.421—Reporting Child Abuse or Neglect

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 Franklin County Children Services. After evaluation by the Recreation Supervisor, Program Administrator or Director a call is made to the Dublin Police who will then investigate and report any claims of abuse.

BEHAVIOR MANAGEMENT

The behavior management policy was established with the knowledge that children need clear limits, set in ways that do not negatively influence their self-esteem. Limits are set to protect each child from hurting himself/herself, others, the equipment or facilities. The camp staff set guidelines and the goal is for each child to become a problem-solver and conflict-resolver. Wyandot, Kidzone & My First Camp staff approach behavior management with a positive message reinforcing acceptable behavior and learning as a natural part of a child's growth and development.

The camp environment is designed to promote success, allowing for much freedom within the limits. Children need to explore the limits of each setting. Just as your children test you, they will probably test the camp staff sometime during the summer to define our personal and camp site limits. When children do test the limits we allow the child several chances to change the behavior...

- a. Camp staff are trained to manage behavior problems through conflict resolution techniques, such as Camp Counselor/Child discussion, redirection, choices, removal from the situation, loss of privileges, and in severe situations, dismissal from camp.
- b. Behavior will be managed according to the following steps.
 1. There will be a Camp Counselor/Child conference
 - Verbal
 - Redirect child's actions
 - Offer choices
 - Offer solution

- Removal from the problem situation

If the behavior is consistent, habitual, or a severe inappropriate action:

2. There will be a Camp Supervisor/Parent Conference
3. There will be a Camp Supervisor/Parent/Recreation Supervisor Conference

A child at the final step may have appropriate consequences established such as a written behavior contract, loss of privileges, suspension or dismissal from camp. Severe behavior problems could result in immediate dismissal from camp. If a child cannot adjust to the camp setting and behave appropriately, the parent or guardian may be asked to find alternate arrangements for care.

In order for camp staff to effectively manage a child's behavior and be proactive about preventing behavior issues and bullying, we want to teach the children to learn to respect themselves and others at camp by implementing the following **Camp Rules**:

1. Listen and follow directions given by all camp counselors
2. Keep your hands, feet and body to yourself.
3. Stay within a counselors eyesight
4. Participate, do your best and show a positive attitude
5. Work together and be kind
6. Make safe choices and HAVE FUN!

Behavior management is the slow process of helping a child see the sense and experience the success of acting a certain way. Behavior management helps children develop self-control and respect for themselves, other people and the community. Managing behavior should never harm, shame or frighten a child. All camp staff are required to treat children with respect and use discipline as a learning opportunity.

Physical Altercation Policy

If a child intentionally causes physical harm to another child, camp staff, facility or vehicle he/she will be dismissed from Wyandot Camp, Kidzone or My First Camp for a minimum of the remainder of the camp day. A parent will be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting between the parent, child, Camp Supervisor and Recreation Supervisor may be requested. It is Wyandot Camp, Kidzone & My First Camp policy to remove ALL participants involved in physical altercations regardless of who started the altercation.

Refunds for Dismissal

If a child is dismissed due to a physical altercation or behavioral issue, refunds, credits and transfers are not provided due to the investment in camp staff and supplies that have already been purchased.

Anti-Bullying Policy

Bullying is considered a serious infraction and not permitted at camp. Bullying cases will be managed on an individual basis, and a decision about future participation will be determined after a meeting occurs between the camp family, Camp Supervisor and the Recreation Supervisor.

CAMP SITE FACEBOOK PAGES

Any parent/guardian interested in viewing their child's camp Facebook page will need to send a request to be added as a friend prior to each camp season. Each camp site will have its own Facebook page and will contain photos taken during the week and set up into albums you can easily view. The Facebook pages will be set up in the following way:

1. Only parents with children currently enrolled in a particular camp site will be able to view the content. For example, if your child is enrolled at My First Camp, you are only able to view the My First Camp Facebook page, not Kidzone or other Dublin camps.
2. Privacy controls will be set so it will not show the list of Facebook friends who are in the group.
3. Camp participants are not permitted to be added as a friend.
4. No one will be tagged in the photos or add comments to the photos posted.
5. Comments on the photos and updates posted will be reviewed by the Preschool/Youth Recreation Coordinator and removed if deemed inappropriate.

WYANDOT, KIDZONE & MY FIRST CAMPS PARENT* CODE OF CONDUCT

Parents/guardians and camp participants should thoroughly read and abide by the Parent & Camper Code of Conduct. The Parent/Guardian Code of Conduct establishes clear guidelines for parents/guardians regarding interactions with children (other than their own), other parents and camp staff. The Parent Code of Conduct explains the expectations we have for our parents and we ask that you become familiar with the following guidelines:

1. Parents/guardians* shall read and be responsible for the contents of the Parent Handbook & Required Forms (additional copies available at the DCRC front desk or on the City of Dublin's website at www.dublin.oh.us.)
2. Parents/guardians* shall read and be responsible for the contents of the weekly Camp Newsletter that you will receive every MONDAY morning when you sign your camper into your location.
3. Parents/guardians* shall refrain from touching or physically contacting any child in the camp program other than their own.
4. Parents/guardians* are not permitted to verbally insult, harass, or interrogate any child, parent or staff in the camp program.
5. Parents/guardians* should always approach a staff member when they have a concern regarding another camper's behavior and/or interactions at camp.

Failure to abide by any of the guidelines listed above will result in a meeting with the Camp Supervisor and/or Recreation Supervisor and possible removal from the camp program (parent/guardian and/or campers).

Parent Guidelines for Special Camp Activities and Trips

Parents/Guardians are expected to follow the Code of Conduct as outlined above at all times including time spent at ALL camp activities and on field trips. Listed below are the expectations for parent/guardian behavior during time spent at camp or on a field trip:

- Allow the camp counselor to lead the group
- Allow the camp counselor to manage a child's behavior
- Inform the camp counselor of any concerns you may notice about a camp participant
- Assist the camp counselor in the back of line for "stragglers" or "wanderers"
- Assist the camp counselor by reminding camp participants to apply sunscreen
- Assist the camp counselor by helping keep the camp participants hydrated
- Listen for the camp counselor's directions to camp participants
- Reinforce the camp counselor's directions to camp participants
- Use verbal instruction rather than physical touch
- Stoop down to the camp participant's level

****Please note: Parent/guardian is synonymous with any adult (i.e. grandparent, neighbor, sibling) who is authorized to be at a camp program.***

WYANDOT, KIDZONE & MY FIRST CAMPS CAMP PARTICIPANT CODE OF CONDUCT

In order for all recreation program participants to have a safe and enjoyable experience, all participants **must** demonstrate good behavior and respect for themselves as well as others. Please review these expectations with your child before his/her first day at camp.

As a Dublin Summer Camp Participant, I agree to:

1. Respect the other campers and never bully another camper.
2. Respect the property of others.
3. Not bring to the camp, nor have in my possession, any object that would be harmful to others.
4. Keep my hands to myself: no pushing, hitting, or inappropriately touching a fellow participant.
5. Respect and follow the instructions of all camp staff and volunteers.
6. Stay with my group or in my designated play area at all times.

7. Play games in a fair manner by demonstrating sportsmanship and encouraging fair play.
8. Be honest with myself and others.
9. Wear closed-toe shoes and proper clothing for scheduled activities.
10. Respect the buildings, parks and equipment. I will take care of the buildings, equipment, and outside areas where we do our activities.

I understand that if I do not follow these rules, my parent/guardian will be notified. Serious behavior problems or repeatedly breaking the rules will result in disciplinary action and may result in expulsion from this program.

Campers are required to agree to this Code of Conduct as listed above.

WYANDOT & KIDZONE CAMPS REFUND/CREDIT/TRANSFER REQUEST FORM

Child Name(s) _____
 Last First
 Parent Name _____
 Last First
 E-Mail Address: _____ Home Phone _____ Work Phone _____ Cell _____

2013 REFUND/CREDIT/TRANSFER POLICY FOR WYANDOT & KIDZONE CAMPS

Priority Registration, beginning April 2 through 3, is for families who commit to and register for the entire 8-week camp season, assuring your camper is active and engaged the entire summer. By registering early and reserving a spot for the 8-week season, you are NOT eligible for any refunds, credits or transfers.

Weekly Camp Registration, beginning April 4, is for families who register for any of the remaining individual weeks of camp. By registering for camp on a week-to-week basis, you are eligible for refunds, credits or transfers according to the following schedule:

Beginning at 6am on Mon., April 8 through Fri., April 19 prior to noon:

- Families are permitted to cancel up to 2 weeks of camp per child, free of charge.
- If canceling more than 2 weeks per child, a \$25 administrative fee will be charged per child for EACH transaction.

Beginning at 6am on Mon., April 22 through Fri., May 3 prior to noon:

- Families are permitted to request a refund, credit or transfer, however there is a \$25 administrative fee charged **per child** for **EACH transaction**.

NO Refunds, Credits and/or Transfers granted after Noon on Fri., May 3:

- This includes the need to miss any portion of camp due to vacations, athletic camps, scheduling conflicts, or any non-emergency situation. DCRC cannot accommodate a refund, credit or transfer request after Noon on May 3, therefore families will lose their camp fees (unless they choose to remain in the program).
- Refunds for hardship situations can be requested in writing to the Director of Recreation Services and must be accompanied by proof. A hardship situation is defined as a job transfer of 25 miles or more away, job loss or camper's serious medical condition.

There will be no exceptions to the refund/credit and transfer policy as stated above.

Please use the grace periods provided to adjust your weekly camp dates based on any vacation plans, athletic camps, etc. that arise after registering for summer camp.

Whenever possible any money resulting from a refund or cancellation will be applied directly to your Wyandot Camp Account Balance. A receipt will be sent with the updated balance due. If you do not have a balance due a refund check will be sent from the City of Dublin.

*****Please circle the weeks you would like to cancel*****

Week 1	June 10-14
Week 2	June 17-21
Week 3	June 24-28
Week 4	July 1-5
Week 5	July 8-12
Week 6	July 15-19
Week 7	July 22-26
Week 8	July 29-August 2
Week 9	August 5-9
Week 10	August 12-16

I agree to the terms stated on this form _____

Parent Signature

Date

For Office Use:

Front Desk Staff Signature _____

Date _____

2013 Camp Wyandot and Kidzone Lunch Menu

This menu will repeat after 5 weeks

All meals include milk, Choice of Entrée and servings from our fresh fruit and vegetable bar.

Daily bar offerings include a variety of fruits and vegetables such as:
Romaine lettuce, fresh broccoli, baby carrots, fresh and canned fruit

Monday	Tuesday	Wednesday	Thursday	Friday
FOOT LONG HOT DOG OR GARDEN SALAD W/CRACKERS VEGETARIAN BAKED BEANS BAKED PRETZELS FRUIT AND VEGETABLE BAR CHOICE OF MILK	CHEESE PIZZA OR GARDEN SALAD /CRACKERS HOMEMADE FRUIT CRISP BAKED PRETZELS FRUIT AND VEGETABLE BAR CHOICE OF MILK	FIELD TRIP DAY BAGEL BAG <i>WW BAGEL W/CHOICE OF LOW FAT CREAM CHEESE OR SUN BUTTER CARROT STICKS, FRESH APPLE BAKED PRETZELS LARGE BOTTLED WATER</i>	CHICKEN TENDERS W/ROLL OR GARDEN SALAD W/CRACKERS CRISPY BAKED POTATO TOTS BAKED PRETZELS FRUIT AND VEGETABLE BAR CHOICE OF MILK	MACARONI AND CHEESE OR GARDEN SALAD W/CRACKERS STEAMED GREEN BEANS FRESH BAKED LOW FAT COOKIE FRUIT AND VEGETABLE BAR CHOICE OF MILK
CHEESEBURGER ON WW BUN OR HUMMUS W/PITA CHIPS AND VEGETABLES FOR DIPPING Baked Potato Fries FRUIT AND VEGETABLE BAR CHOICE OF MILK	CHEESE PIZZA OR HUMMUS W/PITA CHIPS AND VEGETABLES FOR DIPPING ROMAINE SIDE SALAD FRESH BAKED LOW FAT COOKIE FRUIT AND VEGETABLE BAR CHOICE OF MILK	FIELD TRIP DAY BAGEL BAG <i>WW BAGEL W/CHOICE OF LOW FAT CREAM CHEESE OR SUN BUTTER CARROT STICKS, FRESH APPLE BAKED PRETZELS LARGE BOTTLED WATER</i>	Mini Corn Dog Nuggets w/BAKED WEDGE FRIES OR HUMMUS W/PITA CHIPS AND VEGETABLES FOR DIPPING SEASONED CORN FRUIT AND VEGETABLE BAR CHOICE OF MILK	WARM ITALIAN SUB SANDWICH OR HUMMUS W/PITA CHIPS AND VEGETABLES FOR DIPPING PASTA SALAD FRUIT AND VEGETABLE BAR CHOICE OF MILK
CHICKEN PATTY SANDWICH OR GARDEN SALAD W/CRACKERS VEGETARIAN BAKED BEANS BAKED LAYS FRUIT AND VEGETABLE BAR CHOICE OF MILK	CHEESE PIZZA OR GARDEN SALAD W/CRACKERS HOMEMADE FRUIT CRISP BAKED LAYS FRUIT AND VEGETABLE BAR CHOICE OF MILK	FIELD TRIP DAY BAGEL BAG <i>WW BAGEL W/CHOICE OF LOW FAT CREAM CHEESE OR SUN BUTTER CARROT STICKS, FRESH APPLE BAKED PRETZELS LARGE BOTTLED WATER</i>	CHICKEN TENDERS W/ROLL OR GARDEN SALAD W/CRACKERS CRISPY BAKED POTATO TOTS BAKED LAYS FRUIT AND VEGETABLE BAR CHOICE OF MILK	MINI CHEESEBURGERS OR GARDEN SALAD W/CRACKERS MINI CORN ON COBB BAKED LAYS FRUIT AND VEGETABLE BAR CHOICE OF MILK
FOOT LONG HOT DOG OR HUMMUS W/PITA CHIPS AND VEGETABLES FOR DIPPING BAKED POTATO WEDGES FRUIT AND VEGETABLE BAR CHOICE OF MILK	CHEESE PIZZA OR HUMMUS W/PITA CHIPS AND VEGETABLES FOR DIPPING ROMAINE SIDE SALAD FRESH BAKED LOW FAT COOKIE FRUIT AND VEGETABLE BAR CHOICE OF MILK	FIELD TRIP DAY BAGEL BAG <i>WW BAGEL W/CHOICE OF LOW FAT CREAM CHEESE OR SUN BUTTER CARROT STICKS, FRESH APPLE BAKED PRETZELS LARGE BOTTLED WATER</i>	CHICKEN TWISTER WRAP OR HUMMUS W/PITA CHIPS AND VEGETABLES FOR DIPPING PASTA SALAD FRUIT AND VEGETABLE BAR CHOICE OF MILK	MACARONI & CHEESE OR HUMMUS W/PITA CHIPS AND VEGETABLES FOR DIPPING SEASONED GREEN BEANS FRUIT AND VEGETABLE BAR CHOICE OF MILK
CHICKEN TENDERS W/ROLL OR GARDEN SALAD W/CRACKERS CRISPY BAKED POTATO TOTS FRUIT AND VEGETABLE BAR CHOICE OF MILK	CHEESE PIZZA OR GARDEN SALAD W/CRACKERS HOMEMADE FRUIT CRISP BAKED LAYS FRUIT AND VEGETABLE BAR CHOICE OF MILK	FIELD TRIP DAY BAGEL BAG <i>WW BAGEL W/CHOICE OF LOW FAT CREAM CHEESE OR SUN BUTTER CARROT STICKS, FRESH APPLE BAKED PRETZELS LARGE BOTTLED WATER</i>	MINI CORN DOG NUGGETS w/BAKED WEDGE FRIES OR HUMMUS W/PITA CHIPS AND VEGETABLES FOR DIPPING SEASONED CORN FRUIT AND VEGETABLE BAR CHOICE OF MILK	WARM ITALIAN SUB SANDWICH OR HUMMUS W/PITA CHIPS AND VEGETABLES FOR DIPPING ROMAINE SIDE SALAD FRUIT AND VEGETABLE BAR CHOICE OF MILK

Go to www.choosemyplate.gov for online personal wellness resources for you and your family.

Milk selections include: 1% white, skim white or skim chocolate. All milk is hormone free.

Important Parent Dates for Camp

If you have registered your child for Wyandot, Kidzone or My First Camp, please mark your calendar for the following dates:

Parent Open House

Wednesday, May 1 from 6—6:45pm

Dublin Community Recreation Center, Talla 1

Calling all camp parents! Do you have questions about your child's summer camp program? Maybe you're wondering what your child should wear each day, or what your child will be doing at camp? Come visit us during our Parent Open House to ask questions. We invite ALL camp families to drop in whether it's for 5 minutes to ask a specific question or spend the entire 45-minutes with us listening to all other parent questions, too. We are looking forward to a safe and fun upcoming camp season.

A Japanese and Korean interpreter will be at the open house.

Meet the Counselors Picnic

Thursday, June 6 from 6—8pm

Coffman Park East Shelter House (behind City Hall, 5200 Emerald Pkwy.)

Please join us for the opportunity for one-on-one time with your child's camp counselors, ask any last minute questions and, of course, enjoy a FREE picnic-style dinner. All parents, camp participants and siblings are welcome. No R.S.V.P. is required.

For more information about the 2013 camp season please contact the Preschool/Youth programming team:

Sharon Adamek, Camp Program Specialist at 410-4575 or sadamek@dublin.oh.us

Jill Niswonger, Camp Program Specialist at 410-4596 or jniswonger@dublin.oh.us

Jen Vosters, Recreation Coordinator at 410-4573 or jvosters@dublin.oh.us

Erin Duffee, Recreation Supervisor at 410-4558 or eduffee@dublin.oh.us.

Activity List

Wyandot, Kidzone & My First Camp

The following list includes common activities that occur at camp throughout the summer. Activities may take place daily, weekly or periodically during the summer. While this is a comprehensive list, some activities may take place that are not listed.

Active Play:

- 3 legged races
- 4 square
- Basketball
- Dancing
- Dodge ball
- Football
- Hula hooping
- Human hoops
- Jump rope
- Jumping
- Kickball
- Running games
- Running races
- Scooters
- Skipping
- Soccer
- Softball
- Swimming
- Walking

Arts & Crafts:

- Clay/ceramics
- Cutting with scissors
- Drawing (crayons/markers/colored pencils)
- Fuse beads
- Oil pastels
- Painting (acrylic/watercolor)
- Paper Mache
- Paper making
- Textiles
- Tie-dye
- Use of glitter/sequins/feathers
- Use of glues/adhesives
- Use of various tapes

Field Trip Activities:

- Athletic games
- Bowling
- Bumper boats
- Go-Karts
- Intellectual games
- Laser tag
- Petting zoos
- Planetarium
- Roller Coasters
- Roller Skating
- Swimming
- Video games
- Walking

- Waterslides & attractions

Miscellaneous:

- Carnival games
- Guest speakers
- Plays/skits
- Potluck lunch
- Reading
- Singing
- Talent show
- Water balloons
- Water play (sprinklers/hoses/baby pools/water guns)

Outdoor/Science:

- Animal identification
- Basic physics
- Basic survival skills
- Campfire cooking
- Chemical reactions
- Creeking
- Fishing
- Gardening
- Hiking in wooded areas
- Insect identification
- Plant identification
- Rope making
- Scat identification
- Shelter building
- Solar ovens

