City of Dublin

2014-15

Parent Handbook

School's Out Days
Holiday Camp &
Spring Break Camp

american CAMP association ACCREDITED

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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.

SCHOOL'S OUT DAYS AND CAMP 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?

Goals are very important to The City of Dublin Recreation Services and guide everything that we do each day at School's Out Days, Holiday Camp and Spring Break Camp. The policies and procedures that are in place provide for the safety and well-being of each camp participant and staff to make our programs a better place. We institute policies that guide: sunscreen use, medication distribution, emergency procedures, behavior management, and many more. We also want each child to feel safe, comfortable and happy while in our programs so we follow America's Promise and The Search Institute's 40 Developmental Assets to guide most of our programming. We also staff our programs with qualified and competent counselors so that each child receives 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 camp activities. We work hard to give each child a fun and educational experience!

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, and Kidzone have received ACA-Accredited® Camp status. School's Out Days, Holiday Camp and Spring Break Camp also operate with these same standards.

"ACA Accreditation means that Wyandot and Kidzone 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

School's Out Days (6-12 years) at the Dublin Community Recreation Center
5600 Post Road, Dublin, OH 43017
$35/day for city of Dublin residents, $45/day for school district residents & non-residents
7am—6pm (7-9am is pre-care, 9am-4pm is structured camp hours, and 4-6pm is after care).

Please send a packed lunch and a substantial amount of food as we are active all day (no peanut products).

School's Out Days are designed for children ages 6-12 years old. Children join us for a day of arts and crafts, swimming, games and lots of fun. School's Out meets on most of the days when Dublin schools are scheduled off.

All children must have a current online health care form on file before camp begins. Please go to http://dublinohiousa.gov/recreation-services/camps/.

Holiday Camp and Spring Break Camp (6-12 years) at the Dublin Community Recreation Center
5600 Post Road, Dublin, OH 43017
$35/day for city of Dublin residents, $45/week for school district residents & non-residents.
$50/day for city of Dublin residents on scheduled field trip day, $60/day for school district residents & non-residents on scheduled field trip day.
7am—6pm (7-9am is pre-care, 9am-4pm is structured camp hours, and 4-6pm is after care).

Please send a packed lunch and a substantial amount of food as we are active all day. (no peanut products) each day.

Holiday Camp is designed for children ages 6-12 years old. Children join us for a day of arts and crafts, swimming, games, and lots of fun during winter break. There is one scheduled field trip day during the Holiday Camp and Spring Break Camp (additional fee). All children must have a current online health care form on file before camp begins.

Children attending the 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.

CAMP POLICIES & PROCEDURES

CAMP PARTICIPANT ONLINE HEALTH CARE FORM

Camp participants who participate in School's Out Days, Holiday Camp or Spring Break Camp must have a current Health Care Form completed BEFORE they are permitted to attend camp. Health Care Forms must be completed online at http://dublinohiousa.gov/recreation-services/camps/. We do not accept paper copies of health care forms. 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 has updated information on site. Contact Jill Niswonger at 410-4596 or jniswonger@dublin.oh.us to check on the

status of your health care form.

REGISTRATION

Registration must be completed prior to your child attending the program. **Registration will not be accepted on site.** Registration is online at http://dublinohiousa.gov/recreation-services/, over the phone at 410-4550 or at the Welcome Desk of the Dublin Community Recreation Center. Registration closes two days before each scheduled School's Out Day. For detailed registration information for Holiday Camp and Spring Break Camp, please see seasonal brochure.

CAMP FEES

School's Out Days, Holiday Camp and Spring Break Camp require 100% payment at the time of registration.

REFUND POLICY GUIDELINES:

A cancellation request form must be submitted to the Welcome Desk at the DCRC at least seven days before the first day of class, for a refund of fees paid less a $10 administrative fee. Refunds are not made after this time.

LUNCH/SNACKS AT CAMP

Pack a healthy, substantial (peanut free) lunch for your child that does not require refrigeration. We provide an afternoon snack for each child, but it is always a good idea to pack plenty of healthy food for your child as we keep the children very active and they do become hungry.

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. Children may not sign themselves into or out of camp. There is NO EXCEPTIONS to this policy. 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. Camp staff is not permitted to be listed as an authorized pick up or emergency contact for your child (ren). ALL parents and authorized persons must show appropriate identification (driver's license, photo ID with name) to remove a participant from the School's Out Days, Holiday and Spring Break 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. When picking up or dropping off your children, please adhere to posted speed limit and parking signs at the Dublin Community Recreation Center.

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

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. Participants assume risk and responsibility for changes in personal schedule or health.

OPENING AND END-OF-DAY CLOSING

The School's Out Days, Holiday Camp and Spring Break Camp programs follow the strict hours of operation of 7am to 6pm:

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 has 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 start time or

picking up later than five minutes after the program end time. 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 6:45am at School's Out Day (7am start time) will be assessed the flat $10.00 fee plus an additional $15.00 for the 15 minutes before 7am (bringing the total to $25.00).

For example, a child picked up at 6:15pm at Holiday 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 in the form of cash or check is expected at the time of drop-off or pick-up. Checks can be made payable to The City of Dublin Recreation Services. 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 SCHOOL'S OUT DAYS/HOLIDAY AND SPRING BREAK CAMPS:

1. BACKPACK/BAG—Please pack and label one bag for your child with all items labeled (water bottle, lunch, hat, sunscreen, extra socks, sweatshirt, etc). Please ensure all items are clearly marked with your child's first and last name.
2. 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.
3. CLOSED-TOE ATHLETIC SHOES—Please send your camper in closed-toe shoes appropriate for active outdoor or indoor play. Old tennis shoes are best because they are already broken in and may 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 the pool 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.
4. 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.
5. SWIMSUIT/TOWEL/PLASTIC BAG—Please send a swimsuit and towel with your child. Also, please pack a plastic bag that your child can place their wet suit in after the pool. Campers are not permitted to bring flotation devices. *Please see below General Swim Policies and check Dublin Pool Rules for other acceptable or unacceptable items.*

WHAT NOT TO BRING TO CAMP:

The following regulations apply to all camp staff, campers, parents, visitors and contracted instructors at 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 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.

END OF THE DAY LOST AND FOUND ITEMS

The DCRC, camp staff and administration cannot be responsible for lost items. All items will be turned into the Welcome Desk at the DCRC but they only keep items for a short amount of time.

FIELD TRIPS

Only Holiday Camp and Spring Break Camp participants go on one scheduled field trip throughout the scheduled program dates. All camp participants and staff are transported to the designated field trip in Dublin City School busses. Camp Supervisors will answer any specific questions you may have about upcoming field trip the day prior to the scheduled destination. 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.

SWIMMING TRIPS

School's Out Days, Holiday Camp and Spring Break Camp participants will swim each day (except the scheduled field trip day during Holiday Camp and Spring Break Camp). Please do NOT send money with your child to the pool. Camp participants and staff will swim at the **Dublin Community Recreation Center Indoor Pool** (5600 Post Rd, Dublin, OH 43017).

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 and all campers identified as swimmers will receive an orange 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 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 are not permitted to wear flotation devices in the water unless they are in arm's length distance of an adult. Camp staff cannot be in arm's length distance of each child as we do not provide individual care, therefore campers may not bring flotation devices to camp.

- Campers will be swim tested 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 any of our 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 & Infant

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

CAMP STAFF/PARTICIPANT RATIOS

Staff/camp participant ratios are based on the recommended ratios set by Dublin Recreation Services and the American Camp Association. The ratios must be followed during all programs operated by the City of Dublin summer camps:

3-5 year old day camp participants	1:6
6-8 year old day camp participants	1:8
9-14 year old day camp participants	1:10
Ages 6 and up for Swimming	1:8
Transporting Campers by Bus	1:10

There should always be two staff members with a group of camp participants unless they are in an area near other groups and have easy accessibility to get help in the case of an emergency.

Exceptions are as follows:

- At the pool, counselors are responsible for monitoring the camp participants in their designated area—please request help if your area becomes overcrowded.
- During pre- and after-care hours, counselors are responsible for monitoring the children in their assigned area—please request help if your area becomes overcrowded.
- Groups should be supervised by a minimum of two staff members when possible.

EMERGENCY PROCEDURES:

All camp staff is 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).

If 911 is called the camp staff person who made the call should immediately call the Recreation Supervisor responsible for 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

INCLEMENT WEATHER

In the case of severe weather, camp participants will be sheltered inside the Dublin Community Recreation Center. 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:

ALL regularly scheduled 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 is 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 is 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 is 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:

ALL medications (including over-the-counter or nonprescription drugs) taken routinely MUST BE LISTED ON THE HEALTH CARE FORM AND THE MEDICINE MUST BE SUBMITTED TO THE CAMP SUPERVISOR in order 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—Camp staff 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 camp staff 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 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 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 camp.

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 staff have the authority to exclude or isolate the camper within eyesight 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 such as 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 is 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. 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 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.

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:

1. There will be a Camp Supervisor/Parent Conference
2. 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 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 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 based on the number of children enrolled.

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.

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 & online health care form (detailed instructions at http://dublinohiousa.gov/recreation-services/camps/).
2. Parents/guardians* shall read and be responsible for the information that you will receive prior to camp begins and 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
HOLIDAY CAMP OR SPRING BREAK CAMP ONLY. 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.

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.

For more information about School's Out Days, Holiday Camp or Spring Break Camp, please contact the Preschool/Youth Camp and Programming Team:

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

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

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

Jodi Shealy, Adaptive Recreation Coordinator at 410-4574 or jshealy@dublin.oh.us

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

Sample Activity List

School's Out Days, Holiday Camp and Spring Break Camp

The following list includes common activities that commonly occur at camp. 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
- Reading
- Singing
- Talent show

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