

2023 Summer Camp Parent Handbook

My First Camp
Playground Adventure
Camp Kaltenbach
Wyandot Camp





OHIO, USA

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City of Dublin, Division of Recreation Services Philosophy

The 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.

Camp Goals

- Embrace the diversity, needs and inherent worth of each individual
- 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?

Our camp goals, policies and procedures guide everything that we do each day at all of our camps. These goals, policies and procedures provide for the safety and well-being of each camp participant and staff and make our programs a better place to play. Our policies guide: sunscreen use, medication distribution, emergency procedures, behavior management and much more because we want each child to feel safe, comfortable and happy while in our care. We rely on America's Promise* and The Search Institute's 40 Developmental Assets** to guide most of our programming because these research-based institutions set the standard for community based learning and recreation. Additionally, we staff our programs with qualified and competent counselors so that each child gets the support and guidance that he needs to be successful in our program. Children learn about healthy lifestyles, the arts and the outdoors in their camp activities each week. We value working hard to give each 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

American Camp Association (ACA) Accreditation

Another way we accomplish our goals is through our ACA accreditation. The [American Camp Association](http://www.american-camp-association.org)® announced in 2023 that the City of Dublin's Wyandot Camp received accreditation through ACA. Our camp continues to take part in an Annual Accreditation Review or visit in order for us to maintain an accredited status with ACA.

Being accredited by ACA means that our Wyandot Camp was submitted to a thorough (up to 300 standards) review of its operation by ACA and complied with the highest standards in the industry. These standards include topics such as staff qualifications, safety practices, and more. All of our other summer camps follow the standards set forth by ACA, but are not currently accredited.



The City of Dublin's Core Values

We are members of an organization that succeeds because of teamwork, dedication and the innovative spirit of all of our members. Together we build a culture of trust, mutual respect, creativity, diversity and open communication. We hold ourselves mutually accountable to promote and sustain continuous learning and to develop the learning potential that exists in every member of our team. We are the City of Dublin.

Integrity. We are open and honest. We honor our commitments to the community and each other. Our actions are consistent with what we say.

Respect. We treat our coworkers and members of the community with courtesy and dignity. We embrace diversity and acknowledge the needs, responsibilities and inherent worth of each individual.

Communication. We maintain an environment in which employees feel free to share ideas and information. We promote open interaction throughout the organization to ensure knowledge and understanding among all employees and our community.

Teamwork. We create a climate in which all employees work together and support the individual talents and contributions of team members. We celebrate successes and see mistakes as opportunities for growth; we will never willingly let a member of our team fail.

Accountability. We are responsible to our community and each other for our personal and organizational decisions, actions and performance results. We are committed stewards of our City's assets and resources.

Positive Attitude. We focus our efforts on constructive behavior, attitudes and solutions. We promote an environment that people love going to every day – a place where each individual can find a sense of belonging, inspiration, enjoyment and meaning.

Dedication to Service. We pursue innovation and continuous improvement in all we do. We are committed to efficient, effective and responsive service delivery that makes a difference in the lives of those we serve.



GENERAL CAMP INFORMATION

2023 Summer Camp Season Monday, June 5 – Friday, July 28

Extended Weeks Camp Season Monday, July 31—Friday, August 11

No Camp – June 19th and July 4th

What to Bring to Camp

- **BACKPACK/BAG**
 - 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.
- **LUNCH**
 - Send PLENTY of food for lunch and snacks. We are actively playing all day and the children get hungry.
 - Pack a healthy, substantial, nut-free lunch with your child that DOES NOT REQUIRE REFRIGERATION.
 - We do not provide refrigerators for camper lunches.
- **SUNSCREEN**
 - Make sure your child has sunscreen already applied before coming to camp.
 - Pack an additional bottle in their bag for application during camp.
 - Make sure it is labeled with your camper's name.
- **CLOSED-TOE ATHLETIC SHOES**
 - 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 they can fully participate in all scheduled active play.
- **WATER BOTTLE**
 - Send a refillable, plastic 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.
- **SWIMSUIT/TOWEL** (*If your camp goes swimming*)
 - Dress your child in swimsuit underneath clothing on swim dates and pack undergarments for after the pool.
 - There will be time for campers to change before and after the pool, but having them dressed beforehand decreases the amount of time needed for this.
 - 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.*



What Not To Bring

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

We respectfully request that the following items remain at home:

- Personal Sports Equipment
- Animals
- Hand Held Video Games
- Music Players
- Phones
- 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. If a parent requests their child bring a cellular device for emergency purposes, the cellphone must remain in the child's book bag at all times.

Alcohol, drugs and weapons are strictly forbidden at all camps and programs. 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.

Camper Expectations

Camper expectations is an important part of the first day of camp. It sets the ground rules and helps them understand camp procedures.

- General camp rules
- The buddy system required for all campers, regardless of their age
- Medicines are distributed by the adult accompanying the campers, according to individual medication schedules. Advise campers of the procedures for obtaining meds. Also, explain what to do when campers need first aid treatment or do not feel well
- Keep camp storage area neat. Belongings should be kept in a camper's basket. Do not leave personal items laying around!
- Always stay with the group. Campers must get permission to go with their buddies away from the group. Instruct campers to stay where they are if they get lost, and they will be found.

Camp Rules

1. Listen and follow directions
2. Keep your hands and feet to yourself
3. Stay within a counselor's eyesight
4. Participate with a positive attitude



5. Work together and be kind
6. Make safe choices and HAVE FUN!

Camper 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 City of Dublin Summer Camp Participant, I agree to abide by the following camp rules:

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.

Parent/Guardian Code of Conduct – At Camp

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 all sections of the Parent Handbook (located on the City of Dublin's [Camps Website](#)) & submit the required online Health Care Form.
2. Parents/guardians shall read and be responsible for the contents of the weekly camp email update you will receive.
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).



Camp Activities

Dublin summer camps continue to provide daily programming to our campers, based on the importance of health and wellness within our community. Camp staff are required to provide daily programming that promotes a foundation for health and wellness through sports and games, arts and crafts, outdoor education/science/nature, camp clubs, and character education. Camp staff encourage children to participate in all camp activities and try to motivate them to participate in active play for at least 60 minutes per day.

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: 4 square, basketball, dancing, dodgeball, football, hula hooping, jump rope, jumping, kickball, running games, running races, scooter games, skipping, soccer, softball, swimming, ultimate Frisbee, walking.

Arts & Crafts: Clay/ceramics, cutting with scissors, drawing, fuse beads, oil pastels, painting, paper mache, papermaking, textiles, tie-dye, use of glitter/sequins/feathers, use of glue/adhesives, use of various tapes.

Miscellaneous: Carnival games, plays/skits, reading, singing, talent show, water balloons, water play (sprinklers/hoses/baby pools/water guns).

Outdoor/Science: Animal identification, basic physics, basic survival skills, chemical reactions, fishing, gardening, hiking in wooded areas, insect identification, plant identification, rope making, scat identification, shelter building, solar ovens.

Camp Staff Requirements

Each of our Camp Staff members is required to submit an online application and resume and attend an interview with our Preschool, Youth and Teen Team. Staff are selected based on their ability to show us they can provide our campers with a safe, fun, and engaging environment for the duration of the camp season. All camp staff must meet the following minimum requirements to be employed by The City of Dublin's Recreation Services department:

- At least 16 years of age
- Successful interview (first year only)
- Two positive reference checks – not including family members (first year only)
- Negative drug screen (annually)
- No record in the National Sex Offender Database (annually)
- No criminal record on BCII background check (annually)
- Current CPR/First Aid/AED Certifications for Adults, Children & Infants (annually)
- Completion of staff orientation which focuses on Risk Management, Safety, Behavior Management, Group Management, Child Development, Best Practices



Camp Staff/Participant Ratios

Staff/participant ratios are based on the recommended ratios set by our Recreation Service's department and the American Camp Association. The ratios must be followed during all programs operated by the City of Dublin's summer camps. The ratios are as follow:

- 3-5 year-old participants: 1:6
- 6-8 year-old participants: 1:8
- 9-14 year-old participants: 1:10
- Ages 6 and up for swimming: 1:8

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 event of an emergency. Camp Staff may never be one-on-one with camp participants when not in sight of others. The following are the only exceptions:

- At the pool, Camp Staff are responsible for monitoring camp participants in their designated area and should request help if their area becomes overcrowded.
- During pre/after care hours, Camp Staff are responsible for monitoring the children in their assigned area and should request help if their area becomes overcrowded.

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

Refund Policy

We understand that summer plans can change. The City of Dublin makes firm financial commitments to camp staff, field trips and program supplies each summer. Outside of priority registration, all camps cancelled prior to May 19, 2023 will be refunded in full minus a \$50.00, non-refundable fee per week, per child. **Cancellations made after May 19 will not receive a refund.**

All – 8 Week Priority Registration (Camp Kaltenbach and Wyandot Camp): By choosing this option during registration, **you are NOT eligible for refunds, credits or transfers.**

**There will be no exceptions to the Refunds, Credits and Transfers Policy as outlined. 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. Refunds may not be granted for illness or dismissal from the program due to behavior.*



CAMP DESCRIPTIONS AND PRICING

My First Camp

My First Camp is the first step in our summer camp experience. This program introduces summer camp to young children by combining learning and fun in a half-day experience. Activities are designed to increase social development, self-esteem, and independence through games, songs, crafts, nature, and sports. Campers have a variety of structured indoor and outdoor, age-specific activities scheduled each day. My First Camp does not go swimming or take field trips. Children must be potty-trained.

Weekly registration opens on March 30 to City and School District Residents, and on April 5 to Non-Residents. Not available for priority registration.

Ages: 3-5

Times: 9 a.m. - Noon

Dates: June 5 – July 28

Location: DCRC, Arts & Crafts

Fees: \$100 CR, SDR/NR \$110

2023 My First Camp Example Schedule	
9:00 – 9:15am	Sign in
9:15 – 9:45am	Activity #1
9:45 – 10:00am	Restroom/Transition
10:00 – 10:30am	Activity #2
10:30 – 11:00am	Gym Time (Court B) or Outside Play
11:00 – 11:15am	Restroom/Transition
11:15 – 11:45am	Activity #3
11:45 – 12:00pm	Song/Sign-Out

Playground Adventure

Playground Adventure is an extension of our first step in the summer camp experience that provides campers with a half-day outdoor camp. This camp provides a variety of amenities and activities designed to increase social development, self-esteem, and independence through games, songs, crafts, nature, and sports. Playground Adventure does not go swimming or take field trips.

Weekly registration opens on March 30 to City and School District Residents, and on April 5 to Non-Residents. Not available for priority registration.



Ages: 6-8
Times: 1 – 4 p.m.
Dates: June 5 – July 28
Location: DCRC, Arts & Crafts
Fees: \$100 CR, SDR/NR \$110

2023 Playground Adventures Example Schedule	
1:00 – 1:15pm	Sign in
1:15 – 1:45pm	Activity #1
1:45 – 2:00pm	Restroom/Transition
2:00 – 2:30pm	Activity #2
2:30 – 3:00pm	Gym Time (Court B) or Outside Play
3:00 – 3:15pm	Restroom
3:15 – 3:45pm	Activity #3
3:45 – 4:00pm	Song/Sign-Out

Camp Kaltenbach

Camp Kaltenbach is the second step in our summer camp experience that provides age specific activities for continued growth in social development, self-esteem, and independence. This full day structured camp provides a variety of exploratory activities in sport, science, nature and art. Campers swim once a week and participate in a field trip at the end of the summer.

Priority Registration (All 8 Weeks) opens on March 28 to City Resident and School District Residents. Weekly registration opens on March 30 to City and School District Residents, and on April 5 to Non-Residents.

Please note, if a camp location fills during priority registration, no weekly enrollments are available.

Ages: 5-8
Times: 9 a.m. – 4 p.m.
Dates: June 5 – July 28
Location: Ted Kaltenbach Park
Fee Options:
All 8 Weeks: \$1,180 CR, \$1,300 SDR
Weekly Rate: \$155 CR, \$170 SDR/NR

Camp Kaltenbach Example Schedule		
9:00 – 9:15pm	Sign in	
9:15 – 9:30am	Circle Time	
9:30 – 10:15am	Sports & Games	
10:15 – 11:00am	Arts & Crafts	
11:00 – 11:30am	Lunch	
11:30am – noon	Structured Play/Prep for Pool (MONDAY)	
Noon– 12:45pm	Counselor Led Activity	Pool Time (MONDAY)
12:45 – 1:30pm	Outdoor Education	
1:30 – 2:00pm	Reading Time	
2:00 – 3:00 pm	Special Game/Activity (Skit, Mural, Trivia, Scategories, Action Auction, etc.)	
3:00 – 3:30pm	Snack	
3:30 – 4:00pm	Sign-Out	

Wyandot Camp

Wyandot Camp is the third step in the summer camp experience. This is our traditional, full day camp experience that revolves around the arts, health, wellness, physical activities and nature/science exploration. Campers are engaged in a variety of structured indoor and outdoor, age-specific activities each day. Camps include weekly field trips, outdoor water days and weekly swimming. A Wyandot Camp meal plan is available at an additional fee for interested families.

Priority Registration (All 8 Weeks) opens on March 28 to City Resident and School District Residents. Weekly registration opens on March 30 to City and School District Residents, and on April 5 to Non-Residents.

Please note: *If a camp location fills during priority registration, no weekly enrollments are available.*

Ages: 6-11 – Scottish Corners

Ages: 6-12 – Hopewell

Times: 7:30 a.m. to 5:30 p.m.

Locations: Scottish Corners Elementary: 5950 Sells Mill Dr, Dublin, OH 43017
Hopewell Elementary: 4303 Bright Rd, Dublin, OH 43016

Dates: June 5 – July 28

Fee options:

All 8 Weeks: \$1,710 CR/SDR

Weekly Rate: \$225 CR/SDR, \$250 NR

2023 SCOTTISH CORNERS CAMP EXAMPLE SCHEDULE- SWIM DAYS

TUESDAY & THURSDAY

9-9:20	CIRCLE TIME/MORNING MEETING: ALL CAMP			
	ROY YOUNGER CAMPERS	GBP YOUNGER CAMPERS	ROY OLDER CAMPERS	GBP OLDER CAMPERS
9:20-9:25	Transition			
9:25-10:10	Sports & Games	Outdoor Ed	Arts & Crafts	Counselor Led Activity
10:10-10:15	Transition: Songs, Chants, Mini Games on the way to next activity			
10:15-11:00	Outdoor Ed/Science	Sports & Games	Counselor Led Activity	Arts & Crafts
11:00-11:25	LUNCH TIME(ANNOUNCEMENTS, RULES, CHECKLIST): ALL CAMP			
11:25-12:00	PREP FOR POOL (Leave at 11:40)	STRUCTURED PLAY	PREP FOR POOL (Leave at 11:40)	STRUCTURED PLAY
12:00-4:00	12-2 POOL 2-2:20 TRAVEL 2:20-2:45 CHANGE/SNACK	12-12:40 ARTS & CRAFTS 12:40-12:45 TRANSITION 12:45-1:25 COUNSELOR LED ACTIVITY 1:25-1:40 PREP FOR POOL 1:45-2 TRAVEL	12-2 POOL 2-2:20 TRAVEL 2:20-2:45 CHANGE/SNACK	12-12:40 SPORTS & GAMES 12:40-12:45 TRANSITION 12:45-1:25 OUTDOOR EDUCATION 1:25-1:40 PREP FOR POOL 1:45-2 TRAVEL
	2:35-3:15 COUNSELOR LED ACTIVITY 3:15-3:20 TRANSITION 3:20-4:00 ARTS & CRAFTS	2-4 POOL 4:00-4:20 TRANSITION BACK FROM POOL/SNACK	2:35-3:15 SPORTS & GAMES 3:15-3:20 TRANSITION 3:20-4:00 OUTDOOR EDUCATION	2-4 POOL 4:00-4:20 TRANSITION BACK FROM POOL/SNACK



Extended Weeks Camps

Extended Weeks Camp is exclusively for camp participants enrolled in priority registration (all 8-weeks) for Camp Kaltenbach or Wyandot Camp. Participating in priority registration does not guarantee your child's enrollment for the extended weeks due to limited availability at each location.

Extended Weeks Camp follows the Wyandot Camp daily format. Weekly swimming & field trips included. No meal plan is available during Extended Weeks Camp. Families choose preferred location during registration.

Extended Week 1: July 31-Aug. 4

Ages: 5-12

Times: 7:30 a.m. to 5:30 p.m.

Locations:

Ted Kaltenbach Park, 5985 Cara Road, Dublin, OH 43016

Dublin Community Recreation Center, 5600 Post Rd., Dublin, OH 43017

Dublin Presbyterian Church, 5775 Dublinshire Dr., Dublin, OH 43017

Fee options:

\$225 CR, \$250 SDR

\$180 CR, \$200 SDR at DCRC only – *No camp on August 4 at the DCRC due to Irish Festival.*

Extended Week 2: Aug. 7-11

Ages: 5-12

Times: 7:30 a.m. to 5:30 p.m.

Locations:

Ted Kaltenbach Park, 5985 Cara Road, Dublin, OH 43017

Dublin Community Recreation Center, 5600 Post Rd., Dublin, OH 43017

Fee:

\$225 CR, \$250 SDR

Wyandot Camp Meal Program

- **Dublin City Schools has announced Sodexo as their new food vendor for 2022-23.**
- We have partnered with Dublin City School to provide parents with the option to purchase meals for your child(ren) at our Wyandot camp locations. (This option is NOT available at any of our other camps). The program fee includes breakfast and lunch for the day (cannot be purchased separately). The process to purchase the meal program is listed below:
- All food purchases must be made at the time of registration. Participants will NOT have the option to purchase the meal program at any other time. **Registration for the meal program is not available after 5:00 p.m. on May 26, 2023.**
- If you purchased the meal program for your child and your child is enrolled in specialized activities or camps such as swim team, sports, tutoring, etc., during lunch hours (11-11:30am), we cannot save a lunch for your child to eat at a later time. We cannot provide individualized care for your child after our lunch period ends.
- 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.

- **Priority all 8 week registration = \$233.20, (\$29.15 per week, per camper).**
- Weekly enrollment participants can choose to register for the week-to-week enrollment option; you will be able to pick and choose which weeks you would like to purchase food. (Please contact a member of the PYT Team for more information)
- Breakfast will be choice of cereal, milk, and fruit from the hours of 7:30 – 9:00am. Lunch is served from 11 – 11:30am
- Dublin City Schools' lunch vendor (the same as they use during the school year), 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 City Schools can provide an ingredient list to camp families upon request.
- A sample meal menu is outlined on the next page.

TEEN CAMPS

Adventure Camp

Join us as we create memories to last a lifetime. Campers travel every day to find adventure all around Columbus. A few of our current adventures include kayaking, bowling, swimming, ninja courses and various metro parks (and we keep adding to our lineup)! All field trip fees, camp T-shirt and snacks are included in the camp fee. Campers need to pack their lunch every day. Specific activities vary week-to-week.

Weekly registration opens on March 30 to City and School District Residents, and on April 5 to Non-Residents.

Not available for priority registration.

Ages: 11-14

Times: 9 a.m. – 4 p.m.

Dates: June 5 - 9

June 12 - 16

June 18 – 23, No camp June 19*

July 3 - 7, No camp July 4*

July 10 - Jul 14

July 17 - 21

Location: DCRC, Teen Lounge

Fees: \$315 CR/SDR, \$345 NR

\$252 CR/SDR, \$276 NR

L.E.E.D.

L.E.E.D. is a learn-and-serve camp focusing on the four pillars of Leadership, Ethics, Esteem and Duty. The camp has made an impact on so many teens over the years and we are thrilled to bring it back for summer 2023! Campers can expect to participate in various service projects, built on interpersonal skills, make new friends and mentors and serve in a leadership role alongside their peers. Campers need to pack their lunch each day. Specific service projects will vary week-to-week.



Weekly registration opens on March 30 to City and School District Residents, and on April 5 to Non-Residents.

Not available for priority registration.

Ages: 12-14

Times: 9 a.m. – 4 p.m.

Dates: June 26 - 30
July 24 – 28

Location: DCRC, Teen Lounge

Dates: June 5 – July 28

Fees: \$175 CR/SDR, \$195 NR

Payment Methods/Schedule:

- ALL INITIAL FEES ASSOCIATED WITH REGISTRATIONS HAVE TO BE PAID ONLINE.
- **Priority registration for Camp Kaltenbach and Wyandot Camp** require 50% payment at the time of registration and the remaining balance on or before **Friday, May 26, 2023 at 5pm.**
- **Weekly registration for Camp Kaltenbach, Wyandot Camp, My First Camp, and Playground Adventure Camp** require payment in full at the time of registration.
- **Camp Kaltenbach and Wyandot Camp** families have two options to pay the remaining 50%:
 - Drop off check or cash at the DCRC prior to the deadline above.
 - Log on to our [registration website](#), log-in, and pay by clicking the “My Account” section and scrolling to “Pay Old Balances”.
- **Late Fees:** Payments made after the deadline date listed above will be considered late and the parent/guardian will be charged a \$15 late fee. Camp participants will not be accepted into camp until the balance and late fees are paid in full using the methods noted above. It is the responsibility of the registrant to pay all balances on time. **Delinquent accounts will result in termination of enrollment.**

THE clubhouse @

Dublin City Schools Summer Lunch

JUL 2022

MONDAY

MEAL REQUIREMENTS

Must select at least 3 of the 5 offered components:
Meat/Meat Alternative;
Grain; Veggie; Fruit; Milk
ONE SELECTION MUST BE A 1/2 CUP OF FRUIT OR VEGGIE!



TUESDAY

WEDNESDAY

WASH YOUR HANDS



THURSDAY

FRIDAY

<p>4</p> <p>Independence Day</p> <p>No School</p>	<p>5</p> <p>Mini Turkey Corn Dogs Hummus Tortilla Chips Sunbutter & Grape Jelly Sandwich Hash Brown Patty Baby Carrots & Celery Sticks Assorted Chilled Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>6</p> <p>Chicken Nuggets Cheddar Goldfish Crackers Mixed Greens Salad with Cheese Tortilla Chips Sunbutter & Grape Jelly Sandwich Seasoned Broccoli Assorted Fresh Vegetables Whole Fresh Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>7</p> <p>Grilled Cheese Sandwich Hummus Tortilla Chips Sunbutter & Grape Jelly Sandwich Green Beans Baby Carrots & Celery Sticks Assorted Chilled Fruits 1% Milk Fat Free Chocolate Milk</p>	<p>8</p> <p>Crispy Chicken Breast Tenders Whole Grain Waffles Breakfast Syrup 1.4 oz Mixed Greens Salad with Cheese Tortilla Chips Sunbutter & Grape Jelly Sandwich Garbanzo Beans Assorted Fresh Vegetables Whole Fresh Fruit 1% Milk / Fat Free Chocolate Milk</p>
<p>11</p> <p>Ultimate Cheddar Cheese Dip Cups, 3 Salsa 3 oz. Red Gold Tortilla Chips Hummus with Tortilla Chips Sunbutter & Grape Jelly Sandwich Corn Baby Carrots & Celery Sticks Unsweetened Applesauce 4.5 oz 1% Milk / Fat Free Chocolate Milk</p>	<p>12</p> <p>Crispy Chicken Breast Tenders Cheddar Cheese Goldfish Crackers Mixed Greens Salad with Cheese Tortilla Chips Sunbutter & Grape Jelly Sandwich Green Peas Assorted Fresh Vegetables Whole Fresh Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>13</p> <p>Grilled Cheese Sandwich Hummus Tortilla Chips Sunbutter & Grape Jelly Sandwich Green Beans Baby Carrots & Celery Sticks Assorted Chilled Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>14</p> <p>Crispy Chicken Patty Sandwich Mixed Greens Salad with Cheese Tortilla Chips Sunbutter & Grape Jelly Sandwich Sliced Carrots Assorted Fresh Vegetables Whole Fresh Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>15</p> <p>Classic American Cheeseburger Hummus Tortilla Chips Sunbutter & Grape Jelly Sandwich Hash Brown Patty Baby Carrots & Celery Sticks Assorted Chilled Fruit 1% Milk Fat Free Chocolate Milk</p>
<p>18</p> <p>Cheese Stuffed Breadstick Marinara Sauce 2.5 oz. Red Gold Hummus Tortilla Chips Sunbutter & Grape Jelly Sandwich Corn Baby Carrots & Celery Sticks Unsweetened Applesauce 4.5 oz. 1% Milk Fat Free Chocolate Milk</p>	<p>19</p> <p>Breaded Chicken Drumstick Cheddar Goldfish Crackers Mixed greens salad Tortilla Chips Sunbutter & Grape Jelly Sandwich Green Peas Assorted Fresh Vegetables Fresh Whole Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>20</p> <p>Grilled Cheese Sandwich Hummus Tortilla Chips Sunbutter & Grape Jelly Sandwich Green Beans Baby Carrots & Celery Sticks Assorted Chilled Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>21</p> <p>Boneless Chicken Wings Mixed Greens Salad with Cheese Tortilla Chips Sunbutter & Grape Jelly Sandwich Sliced Carrots Assorted Fresh Vegetables Fresh Whole fruit 1% Milk Fat Free Chocolate Milk</p>	<p>22</p> <p>Classic American Cheeseburger Hummus Tortilla chips Sunbutter & Grape Jelly Sandwich Hash Brown Patty Baby Carrots & Celery Sticks Assorted Chilled Fruit 1% Milk Fat Free Chocolate Milk</p>
<p>25</p> <p>Mini Turkey Corn Dogs Mixed Greens Salad with Cheese Tortilla Chips Sunbutter & Grape Jelly Sandwich Seasoned Broccoli Assorted Fresh Vegetables Whole Fresh Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>26</p> <p>Cheese and Beans Nacho Hummus Tortilla Chips Sunbutter & Grape Jelly Sandwich Green Beans Baby Carrots & Celery Sticks Assorted Chilled Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>27</p> <p>Crispy Chicken Patty Sandwich Mixed Greens Salad with Cheese Tortilla Chips Sunbutter & Grape Jelly Sandwich Green Peas Assorted Fresh Vegetables Whole Fresh Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>28</p> <p>Classic American Cheeseburger Hummus Tortilla Chips Sunbutter & Grape Jelly Sandwich Sliced Carrots Baby Carrots & Celery Sticks Assorted Chilled Fruit 1% Milk Fat Free Chocolate Milk</p>	<p>29</p> <p>Cheese Stuffed Breadstick Marinara Sauce 2.5 oz. Red Gold Mixed Greens Salad with Cheese Tortilla Chips Sunbutter & Grape Jelly Sandwich Hash Brown Patty Assorted Fresh Vegetables Whole Fresh Fruit 1% Milk Fat Free Chocolate Milk</p>



GENERAL POLICIES AND PROCEDURES

Camper Check-in/Check-out

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 ages 12 and under may not sign themselves into or out of camp. There are 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 as a parent/guardian on the Campsite Health Care Portal or as an authorized pick-up. Camp Staff are not permitted to be listed as an authorized pick up or emergency contact for your child/ren.

Camp staff reserve the right to call another authorized pick-up or the Dublin Police Department, if staff believe a camper could be in danger. Examples of this may include alleged abuse, a parent showing any signs or symptoms of extreme illness, intoxication, etc.

ALL parents and authorized persons must have their Campsite Attendance Pin (located on Campsite Parent Dashboard under "my account" or "authorized pickups") to sign-in and sign-out a participant from camp—no exceptions. You should also bring a photo identification in the event we are unable to verify your identity using our Campsite attendance system. When picking up or dropping off your children, please adhere to posted speed limit and parking signs at the Dublin Community Recreation Center, Ted Kaltenbach Park, and our school locations. In the event our Campsite system becomes non-operational during the camp day, please always have your pin available or a photo identification to complete the sign-out process.

Teen Camper Self Sign In/Out

Campers enrolled in Teen summers camp who are 13 or 14 years old, have the option to sign themselves in/out of camp. Campers will not be able to sign in/out siblings, friends, etc. Parents/guardians must approve this by adding the camper as an authorized pickup within their campsite account. As an authorized pick up, the camper will receive a personalized pin number and will use this pin when signing in/out each day. If a parent/guardian has not entered a camper as an authorized pickup, the camper cannot sign themselves out.

Campers Participating in Activities Outside of Camp

If your child is enrolled in specialized activities, specialty camps, tutoring, swim team, or other programs that occur during operating hours, the parent/guardian or an authorized pick-up person listed on the camper's Health Care Form, must come into camp and sign-out the child. If the camper is returning to camp on this same day when the specialized activity or program is complete, the child must be signed back into camp. Camp staff may not assist in the transportation or logistics of getting a camper to/from any specialized activity, program, or other camp as we have specific staff to participant ratios in place.

Lost and Found Items

The DCRC, camp staff and administration cannot be responsible for lost and found items at the end of the camp season. We keep an area designated for lost and found items beside the parent sign-in and sign-out table throughout the entire week at each location. At the end of each week and on the last



day of camp, the camp participants are required to look through items and claim any missing personal items. At the end of each week, Camp Staff are required to bag all lost and found items to donate in order to best prepare the space for the upcoming camp week. ALL unclaimed items will be donated immediately upon the last day of camp. It is impossible for Camp Staff to transport or store items left behind and we cannot leave items at the camp sites.

Absences

Refunds or credits cannot be granted for missing camp due to illness, lice, behavioral concerns, or other unforeseen emergencies or situations. Camp staff will NOT call parents/guardians if a child does not attend camp as registered. Parents may call their child's camp site (phone numbers available when camp starts) and inform them of their child's inability to attend, but it is not required of the parent.

Parking During Drop-Off and Pick-Up

For the safety of our camp families, please adhere to posted speed limit and parking signs at the camp site locations upon drop-off and pick-up at camp. All camp families are asked to park in a parking spot out in the lot rather than pulling up at the curb, and in a fire lane. The reason for this is SAFETY. We have many families with small children and are not easily visible when walking to the parking lot – having to walk in between stopped cars causes more opportunities for someone to get hurt. We also see an increase in traffic backup due to the cars at the curb, reducing the space for all patrons to walk and for emergency vehicles (when needed) to pull up. This policy pertains to any camps at the Dublin Recreation Center, Ted Kaltenbach Park, and our school locations.

Parent Access and Participation

Parents/guardians of children enrolled in 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 their presence.

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

Late Pick-Up Fees

A flat fee of \$10.00 will be assessed to any individual picking up a camper 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 picked up at 5:45 p.m. at a Wyandot Camp (5:30 p.m. end time) will be assessed the flat \$10.00 fee plus an additional \$10.00 for the 10 minutes between 5:35 p.m. and 5:45 p.m. (bringing the total to \$20.00).

Payment of Late Pick-Up Fees

Payment of all fees should be made online in your RecTrac account or by calling the Dublin Community Recreation Center Front Desk at 614.410.4550. Camp participants will not be permitted to attend camp until all fees are paid.



Behavior Management Policies

Our behavior management policy is based on the understanding that children need clear expectations explained in ways that they understand. Our goal is to remain positive while reinforcing acceptable behavior and learning as a natural part of a child's growth and development. Behavior is managed through clear and consistent expectations, behavior modification guidelines, conflict resolution techniques, logical consequences, camp staff/family discussions and, in extraordinary situations, removal from camp.

Sharing Camp Expectations

In addition to verbally reinforcing camp expectations on a regular basis, all camps are required to post camp expectations in each activity space as a visual reminder. Camp staff proactively reinforce desirable behaviors to prevent problems and bullying from arising in the first place, and to teach campers to recognize and set personal boundaries.

Preschool/Youth Camp Rules

1. Listen and follow directions
2. Keep your hands and feet to yourself
3. Stay within a counselor's eyesight
4. Participate with a positive attitude
5. Work together and be kind
6. Make safe choices and HAVE FUN!

Teen Camp Rules

1. Teen campers are expected to work together with their peers and counselors to determine what acceptable behavior looks like at their campsite, and then adopt and post the agreed upon expectations. Teen campers are empowered to participate in this process and assist in regulation of behaviors established.
2. Campers and staff should evaluate, discuss and adjust expectations as needed on a weekly basis.

Behavior Modification Guidelines

Please use the following guidelines in order (A – C) remembering that, in extreme situations, you may not make it through all five steps of "A."

A.

1. Verbal reminder of camp expectations (keep your hands to yourself)
2. Redirect the camper (can you keep your hands busy with your craft project)
3. Offer choices (you can use your hands to paint or you can use your hands to help me clean up)
4. Offer solution (please keep your body in this space where you cannot reach other campers)
5. Removal from the problem situation (you are done with arts and crafts for today)

B.

If a behavior is consistent, habitual, or severely inappropriate please work with your Camp Supervisor to schedule an Adaptive Coordinator/Parent discussion. During this discussion, the Adaptive



Coordinator will work with the family to determine an appropriate behavior plan and expectations for the camper.

C.

If a camper continues to struggle after working with the adaptive team, please work with your Camp Supervisor to schedule an Adaptive Coordinator/Camp Supervisor/Parent discussion.

A child at the final step may have appropriate consequences established such as 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.

Physical Altercation and Anti-Bullying Policy

If a child intentionally causes physical harm to another child, Camp Staff, facility or vehicle they may be dismissed from for a minimum of the remainder of the camp day. A parent may be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting between the camp family, Camp Supervisor and Camps Program Coordinator may be requested. It is policy to remove ALL participants involved in physical altercations regardless of who started the altercation.

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 planned for and purchased.

Bullying is a serious infraction that is prohibited at all campsites. All camp staff are responsible for creating a camp environment that is safe and welcoming for everyone, teaching campers how to identify and report bullying and celebrating all characteristics that make individuals unique. Our staff use conflict resolution techniques to guide discussions and resolve conflicts, if appropriate. Bullying cases are managed on an individual basis, and a decision about future participation will be made after a meeting with the camp family, Camp Supervisor and Camps Program Coordinator.

Camp Housekeeping

It is the responsibility of everyone to keep our camp and facilities clean and in good working order. Here are some ways that we ensure camp stays safe and clean:

Housekeeping Guidelines

- Put litter and trash in the cans provided. Put lids on tightly.
- Pick up after yourself. Don't leave an area without first putting everything that you used away. Even if you didn't use it, if something is out of place, put it away!
- Keep personal belongings organized and put away.

Emergency Procedures

All 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 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 Preschool, Youth & Teen 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 our Recreation Service's department Preschool, Youth & Teen team or administration.

Inclement Weather

In the case of severe weather, camp participants will shelter inside the facility they are based out of. 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. In the event of lightning or thunder, campers shall remain inside for 30 minutes from the time of the last lightning seen or thunder heard.

HEALTH AND WELLNESS PROCEDURES

Health & Wellness Overview

All regularly scheduled camp staff must have a valid CPR/First Aid/AED certification for adults, children, and infants in order to be employed by the City of 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 Camps Program Coordinator at 614-410-4557 or ebaker@dublin.oh.us.

Treatment Guidelines for Onsite Health Care

1. Camp staff are authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs when appropriate, apply band-aides, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Form, 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.).
2. Camp staff are expected to call either a camper'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.
3. 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.
4. Accident/incident forms will be completed after any treatment is provided and notes will then be documented in the ABC Log.
5. First-aid kits are stocked and available at each campsite. Basic first-aid supplies (bandages, alcohol swabs, gloves, cold packs, etc.) are stored in backpacks at each site. AED's are available in each school site, Ted Kaltenbach Park and the Dublin Community Recreation Center.
6. Camp staff do not provide health screening for campers; however, camp staff are expected to note, and act upon, any changes in a camper's physical or mental well-being during their time at camp.



7. The camp nurse or other qualified professional will check camp participants and camp staff for lice. Anyone suspected of having lice will be asked to stay home until proof of treatment is provided and nits are controlled. Camp participants and staff must submit treatment certification from a qualified professional or family doctor and be re-checked by designated camp staff prior to re-admittance to camp.

Treatment Guidelines for Offsite Health Care

1. Camp staff are authorized to provide the same care offsite as they provide onsite and should be prepared to use basic first-aid skills on offsite trips to address common injuries that occur during play.
2. Camp staff are encouraged to seek medical/first-aid assistance from offsite staff when appropriate.
3. Small First-Aid kits are taken on offsite trips (these should be carried by camp counselors who have a camper in their care requiring special medications and should contain those medications). First-Aid kits are required to be in all moving vehicles that the camp utilizes.

Camper Medication Policies

All medications (including over-the-counter or nonprescription drugs) taken routinely **MUST BE LISTED ON A CAMPER'S CAMPSITE HEALTHCARE FORM AND SUBMITTED TO CAMP STAFF**, to be dispensed at any Dublin Recreation Services program. Parents also must check in all medication with the Day Camp Supervisor or Assistant Day Camp Supervisor at each site. Parents/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. **Our camps 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:

1. All medications received by camp staff at sign-in will be stored in the medication lock box (refrigeration available upon request) and dispensed by the Camp Supervisor or Assistant Adaptive Supervisors, according to the child's Medication Log and physician's instructions.
2. Time sensitive medication (epi-pen or inhaler) must be kept in the lock box at the site. During a swim trip, the Camp Supervisor or Assistant Supervisor attending the swim trip will sign-out time sensitive medication and place it in the First-Aid backpack. When returning to the site, all medication must be signed back in and kept in the lock box.
3. The camp staff member dispensing the medication will document the date/time/dosage that the medication was given on the Medication Log.
4. When returning from an off-site location, all camp counselors who dispensed medication off-site should update the Medication Log and return all medications to the lock box immediately upon returning to the campsite.
5. 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 (camper keeps in backpack or lunch bag)

The campsite will store the medication in the locked medication lock box 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 asked to come and dispense said medications (see 5). At this time, the camper's Health Care Form must be updated online or the camper will not be permitted to remain at camp.

First Aid Kits

First aid kits are provided for each group, as well as the check-in table, and while on field trips.

Basic First Aid Kit Contents

Absorbent cotton	Elastic bandage	Instant cold pack
Moleskin	Scissors	Tweezers
Antiseptic wipes	Gauze pads	Note pad/pencil
Nonstick pads	Sealable plastic bags	Roll of medical tape
Adhesive bandages (assorted)	Sterile dressing	CPR mask
	Disposable gloves	

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 Day Camp Supervisor has the authority to exclude or isolate the camper within sight from the group. Campers with the following symptoms must be sent home and remain at home until they are symptom - free for 24 hours without the benefit of over the counter medications. For more severe illnesses, the re-admission criteria may be longer and require a physician note to return to camp.

- Fever 100 degrees or higher
- Vomiting
- Diarrhea
- Difficulty breathing
- Severe cough
- Purulent (pus) eye discharge, pain or swelling
- Evidence of lice, scabies or other parasitic infections
- Evidence of a rash, red streaks or discharge from a bug or tick bite
- Skin problems such as rashes, boils, fungal or other infections
- Severe lethargy

Campers with evidence of lice are not permitted to return to camp until they are determined to be free of lice and nits. Upon completion of treatment, parents must submit appropriate documentation (such as certificate from the lice treatment center, pediatrician note, receipt of remedy) in order for their



child to return to camp or program). Treatment of the home environment is also recommended. Children with scabies are also not permitted to come to camp until treated and re-checked.

If the camper has developed a suspected communicable disease or any member of the immediate household has a communicable disease, we ask that the parents or guardians notify camp supervision.

If a family has traveled outside of the United States and has experienced symptoms of illness or communicable disease prior to the beginning of camp, we ask to be notified of the illness.

Communicable disease management at the camps will include hand washing and sanitation procedures as well as a sign posted at the campsite of any identified communicable disease.

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

Contacting 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 Form). 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. If staff suspect abuse, they will inform the Camp Supervisor and Camps Program Coordinator who will discuss and evaluate the evidence with the Program Administrator and/or Director. Recreation Services administration will then call the Dublin Police to investigate and report any claims of abuse.

Mental and Emotional Health at Camp

The City of Dublin, Recreation Services partners with Nationwide Children's Hospital to provide camp staff with a Mental and Emotional Health training module to better prepare them for any mental and emotional health concerns or threats that may arise with campers. In order to create a camp culture that values mental health, the City utilizes the Acknowledge, Care, Tell protocol for responding to campers who show signs of mental and emotional distress. The City of Dublin takes all threats regarding self-harm or harm to others seriously; there are no exceptions to this policy. Our camp staff



are not trained professional mental health providers. Our staff are required to maintain professional relationships with campers and parents.

If a camper expresses thoughts of self-harm, harm to others, or mental instability, the policy is as follows:

First occurrence*: Camp Staff will inform parents.

Second occurrence*: Camp Staff will contact parent to remove child from camp and request additional information regarding mental and emotional health of camper.

Third occurrence*: Camps Program Coordinator and/or Adaptive Coordinator will request a meeting with parent/guardian to obtain safety plan, prepared by licensed clinical psychologist or licensed social worker, and discuss re-entry into camp.

*If at any point camp staff feel a camper has made a substantiated threat of self-harm, harm to others, or mental instability, camp staff will call 911 immediately. **Crisis Hotline: 1-800-273-8255** Nationwide Children's Hospital provides us with the National Suicide Prevention Lifeline public crisis hotline as a means of support to the community for parents, students, teachers, staff, etc.

Local Crisis Hotline: 614-722-1800

Sunscreen Application

Please help or encourage your child to apply sunscreen prior to coming to camp as we go outdoors early in the morning. Camp Staff are required to apply or assist in the application of sunscreen for each camp participant (unless the participant's legal guardian has indicated on the online Health Care Form otherwise) at various increments throughout the camp day. Based upon research and recommendations from the American Cancer Society, Camp Staff follow strict guidelines as to when children apply sunscreen regularly throughout the day.

SWIMMING POLICIES AND PROCEDURES

Swim Times/Locations

- My First Camp and Playground Adventure DO NOT go swimming.
- **Camp Kaltenbach** participants swim once a week for two (up to four) hours on Monday's at the DCRC indoor pool.
- **Wyandot Camp** participants swim twice a week for two hours on each trip (4 hours/week). Camp participants and staff swim at the:
 - North Pool – 5660 Dublinshire Dr., Dublin, OH 43017
 - DCRC Indoor Pool – 5600 Post Rd., Dublin, OH 43017
 - Scottish Corners Elementary swims Tuesdays and Thursdays with younger and older groups alternating pool sites.
 - Hopewell Elementary swims Wednesdays and Fridays with younger and older groups alternating pool sites.
- **Teen Camp** participants will swim once a week on Friday's.
 - South Pool - 6363 Woerner Temple Rd, Dublin, OH 43016

Pool Day Schedule/Procedures/Policies

Pre-Pool

- Our Wyandot Campers are divided into two different groups: Younger and Older. The campers are then split into six color groups (Red, Orange, Yellow, Green, Blue, Purple) within these larger groups of 70-80 campers.

Here is an example of who would swim and where on a given day at **Wyandot Camp**:

Time	ROY – Young	GBP – Young	ROY – Young	GBP - Young
12-2pm	Swim Indoor	At Camp	Swim Outdoor	At Camp
2-4pm	At Camp	Swim Indoor	At Camp	Swim Outdoor
We leave for the pool approximately 15 minutes before each pool session and return back on the hour or slightly after.				

- We request that if possible, campers wear their swimsuits under their clothes on swim days and bring a change of clothes in their backpack for when they return from the pool. This helps alleviate a large number of campers having to change at the same time at camp.
- Please do not send money with your child for concessions.
- Campers may only swim in swim attire. Cotton t-shirts are not allowed because they are considered a safety risk. This is due to their ability to absorb water and weigh a camper down. 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).
- Campers who still need to change into their suits, will do so after lunch (11:30am). These campers will change in either a pre-determined restroom or classroom that is either male or female specific. A counselor will wait outside of the room until every camper has successfully changed into their swimsuit.
- Campers are lined up according to their color groups and counted to ensure all campers on our attendance list are accounted for. Campers are given either a purple (non-swimmer) or orange (swimmer) wristband. This is determined by a swim test given to campers on their first day at the pool (see SWIM TEST PROCEDURES below).
- Campers either board a bus to transport them to the pool or walk to the pool if possible.

At the Pool

- When campers arrive at the pool, camp staff guide them to the proper area where they will lay down their towels, shoes, etc. If campers are at the outdoor pool, they will get into their groups and apply sunscreen.
- On the first pool day of camp, all campers who would like to swim in the deep end must take a swim test. The swim test has a camper swim from one end of the lap lane to the other with ease. If a camper passes the swim test, they are given an orange wristband. They will keep the purple wristband on if they do not pass the test and must remain in the shallow end. See swim test procedures section outlined below for more information.
- Once campers are ready to swim, Camp Staff enter the pool first in pre-determined locations that are spread out through the pool. A Day Camp Supervisor or Assistant Supervisor is placed at

the entrance/exit of the pool for safety, to answer any parent questions, and to sign campers in/out (will have the camp cell phone on them). Please refrain from asking any questions to camp staff in the pool, because they will be watching your children. Once the staff are in position, campers are allowed to enter the pool. Campers are allowed to sit-out and will be placed next to our Day Camp Supervisor or Assistant Supervisor.

- 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.
- Any camper misbehaving in the pool or attempting to access the wrong area of the pool, will be given an immediate consequence. The consequence is five minutes out of the pool for the first infraction and removal from the pool for the remainder of the day for subsequent incidents. Safety is our number one priority for all campers.
- At rest period, campers must return to the designated area and apply sunscreen again. They are to check in with their color group counselor after they finish applying sunscreen. At rest period, campers can lay on their towels, talk with friends, visit the splash pad (outside), or play a game in the field (outside). Camp Staff will continue to supervise campers at this time.
- Campers return to the pool at the end of rest period and once camp staff are back in their positions.
- When the period is over, campers return to the designated area and begin to dry off and pack-up. Camp Staff count the amount of campers to make sure it coincides with their original count when they arrived (plus/minus campers who have signed in/out). Once they can match their counts, they either walk back to the site in a line (Camp Staff at each end) or board the bus.
- Parents arriving at camp during their camper's swim time can drop them off or pick them up at the pool. Our Camp Staff located at the entrance/exit has a tablet on hand to sign campers in and out. Please try to avoid picking them up or dropping them off at the pool right before or after a swim session, as we may be transporting the campers at that point.

Post-Pool

When campers arrive back at camp, they will have designated rooms to change if they wish to do so. They will then return to their color groups to resume activities at camp the rest of the day.

Swim Test Procedures

- Campers test 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.
- Parents may request that a camper not be able to use the diving boards or slides at the outdoor or indoor pool (we do not use the diving boards at the indoor, DCRC location). Please contact your Day Camp Site Supervisor to inform them of your request.
- 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.

FIELD TRIP PROCEDURES

Wyandot Camp

- Hopewell Elementary site will take field trips on Tuesdays, Scottish Corners Elementary site will take field trips on Wednesdays, unless otherwise noted on the schedule below.
- Participants go on scheduled field trips once a week. *Fields Trips subject to change.*
- All camp participants and staff are transported to the designated field trip site in Dublin City School busses.
- Children must wear their designated green camp T-shirt on each scheduled field trip, so we can easily identify each of our Wyandot Campers.
- Field trip shirts are given to participants during the first week of camp.
- Although we order a large amount of shirts, we cannot guarantee an exact size for your camper.
- Specific field trip information can be found in our weekly newsletter sent one week prior to each week of camp and is available at the front desk of each campsite.
- Camp supervisors can answer any questions about our field trips.
- Children are NOT permitted to spend or take personal money on field trips. All field trip costs are included within your camp fees.
- Field trips are non-refundable for inclement weather, cancellation, etc. Field trips may be rescheduled if the possibility presents itself.
- Extended Weeks participants go on scheduled field trips once every week.

Wyandot Camp Field Trip Locations

Field Trip	Scottish Corners Elementary
COSI	Wednesday, June 7 th
Columbus Zoo	Wednesday, June 14 th
Young's Dairy	Wednesday, June 21 st
Chiller Ice Arena	Wednesday, June 28 th

Star Lanes and AMF Sawmill	Wednesday, July 5 th
Play CBUS	Wednesday, July 12 th
Highbanks Metro Park	Wednesday, July 19 th
Carnival (on-site)	Wednesday, July 26 th

Field Trip	Hopewell Elementary
COSI	Tuesday, June 6 th
Columbus Zoo	Tuesday, June 13 th
Young's Dairy	Tuesday, June 20 th
Chiller Ice Arena	Tuesday, June 27 th
Star Lanes and AMF Sawmill	Wednesday, July 5 th
Play CBUS	Tuesday, July 11 th
Highbanks Metro Park	Tuesday, July 18 th
Carnival (on-site)	Tuesday, July 25 th

Selection of Field Trips

Wyandot Camp and Teen Camps attend various field trip locations each summer camp season. Some of these public facilities may require an additional waiver for participation. Prior to choosing a field trip location, information is gathered about the facility's instructor qualifications, equipment and operating procedures.

While off site, Camp Staff are responsible for the safety and supervision, behavior management, and any health-related matters of each camp participant. If Wyandot Camp ever offers a specialized activity such as adventure/challenge activities, we will use facilities with trained staff and areas that meet nationally recognized guidelines for construction and maintenance.

Social Media Policy

For the 2023 Summer Camp Season, Preschool, Youth and Teen Camps will again utilize a social media platform, called Waldo. Waldo will act as our social media platform where parents can view photos and announcements regarding camp. Specifics for the platform, as well as frequently asked questions are included below.

What is Waldo?

Waldo is an optional service that makes it easier than ever to see your camper's photos from camp. Using facial recognition, Waldo will look through all the camp photos each day, find the picture of your camper, and send them right to your phone. You even receive notifications when new photos are found.



All photos can be sent to you via the Waldo App (if you elect to utilize the payment options). In the app, you can view and download photos, share them with friends and family and to social media, and even order prints.

How Does Waldo Work?

Waldo has two options for photo viewing: The Free Option, and The Optional Fee Service.

The Free Option

If you do not plan to pay to use the facial recognition service, you can visit the free web gallery here: <https://waldo.photos/galleries> and type in the Join Code provided to you by the PYT camp team. If you do not know the Join Code, check the correspondence you received letting you know about Waldo or contact your camp.

Once in the free web gallery, you can view, download, favorite, share and order prints of your favorite pictures. *The free web gallery is only viewable on a web browser, either on your phone or on your computer, and therefore the photos are not able to be viewed in the Waldo Photos app.* If you decide at any time to enroll in the facial recognition option instead, you can simply text that same Join Code to 735-343 and follow the prompts.

The Optional Fee Service

This paid service uses facial recognition to find the photos of your camper and sends them to your phone via the Waldo App with notifications when new photos are found. For details and instructions on how to sign up for the Fee Service, please directly contact campsupport@waldophotos.com.

Specific Waldo Information for Camp Parents

Beginning the **week of June 12, 2023** we will launch our Waldo Galleries for all of our camps. Upon this date, all parents/guardians will receive a Join Code and information for their specific camp to the email address on file. In addition to this email, we will have information sheets available at our camp locations that will include a QR code for quick access. Any parent interested in joining the camp gallery page will need to text the join code to 735-343 to gain access to the photo galleries.

Frequently Asked Questions

- **Is Waldo Safe?**
 - It's SUPER safe. That's one of the main reasons we chose Waldo. It has been used by a ton of summer camp organizations around the country. Waldo not only keeps your data safe; it also restricts access to photo galleries.
- **What if I don't want to pay for using Waldo?**
 - Every family is different in the way they access and enjoy photos at camp. Some parents may not be interested in facial-recognition delivery of photos to their phone — and we totally respect that! Parents who choose not to pay for Waldo's delivery service will still have free access to their camper's session albums at camp. While you may not get notified of your camper's picture being posted, you will still get to see all of the camp fun as you peruse the albums!

- **How do I sign up?**

- You can sign up before, during, or even after camp and still get all your photos from the first day onward. You will need to enroll each summer.
- To enroll, just text your camp's Join Code to the 6 digit phone number 735-343, and follow the prompts. You can also start by downloading and accessing the Waldo App, and entering the Join Code there.
- Each camp has their own unique Join Code, different each summer, and this is only provided by the camp.

- **Where do I Log In?**

- You actually do not have a login anywhere for Waldo. To view the photos, you can sign up for our optional service, and then view the photos in the Waldo App.

- **I texted the Join Code to your number, and got no response. What now?**

- Sorry for the trouble! Be sure you are spelling the code correctly. Then, try texting that Join Code in to our longer phone number instead: (512) 308-3535.

- **I have used Waldo before, do I need to sign up again?**

- We are so glad you chose to use Waldo again to find your photos! Each year, you will need to enroll again following the same steps: by texting in the new Join Code to our number and following the prompts. Be sure to add a more recent selfie of your camper. After you finish, in the Waldo App, you will still be able to see all past photos you have received from Waldo.

- **I signed up for the fee service but I am not getting any matches yet. What is Waldo doing?**

- Waldo is stressing. No photos can mean a couple things: 1) There are no photos of your camper yet in the album or 2) Your submitted selfie that is blurry, dark, or unclear and Waldo is having a hard time matching it. Email campsupport@waldophotos.com for quick help or submit another selfie inside the Waldo App.

- **Will Waldo share my camper, selfie, or matched photos with the world?**

- No way! Waldo respects your privacy! Your photos will only be accessible by you. (And you had to enter your camp join code and a pin code verification to even access the photos.) It's up to you whether you want to share your photos with the world.

- **I have an international number, can I still text in the enroll?**

- Yes you can! Just text the Join Code to our long number instead: (512) 308-3535. Also, once you enroll and download the Waldo App, be sure to turn on Push Notifications. This will turn off the text notifications (and any text charges). You can do this in the app by clicking the yellow Waldo face in the top left corner, and click Enable Push Notifications.

- **Can I easily share all the photos with my family?**

- Great news for you! If you have opted into the Fee Service Option, the Waldo app allows you to invite up to 6 family members to your camper's photo stream. That means they can receive the same photo alerts and see all your camper's photos, too.



- If you elect the free gallery services, you can simply screen shot or download the image and save to your own personal camera roll on your computers, iPhone, or android product.

Questions? Waldo offers 24/7 customer support handled internally by their team. You can email them at campsupport@waldophotos.com with any problems or questions that you may have regarding Waldo.

Camp Registration

Registration Procedures

1. Registration for our camps is done online through our [registration website](#) (no in person registrations are allowed).
2. Before registering, parents/guardians need to create an account by visiting the Dublin Community Recreation Center (5600 Post Rd., Dublin, OH 43017). Parents/guardians need to bring an identification (Driver's License) and prove residency (i.e. a phone bill with your address at the top) to the DCRC. Once an account is created, a user name and password will be generated that will allow you access to our registration website.
3. Contact a Preschool, Youth & Teen Programming Team member at 614.410.4550 with any questions or concerns about camp.
4. Mark down registration dates on your calendar (see below) and set alarm updates so you do not miss out.
5. Make sure your household account is active and working properly at least two days before registration begins. We recommend you DO NOT attempt to register from your cell phone or tablet. Make sure to log on to your account at our [registration website](#) from the device you will use to register, prior to registration. Log on and change password one week prior to your registration date.
6. Double check the information in your online household account is accurate and up to date. This includes email addresses, home address, and current phone numbers. Contact the front desk at 614.410.4550 if you have any issues.

Tips for Registering

1. If you plan to enroll your child with friends, make sure you communicate your plans with those families PRIOR to registration – especially if you plan to enroll during the Priority Registration period. We are **UNABLE** to transfer participants once Priority Registration is complete (this policy is not negotiable). We also recommend having a Plan B in case your child's camp location is not available when you attempt to register.
2. To increase the probability of securing a spot at one of our camps, patrons are encouraged to log into their accounts the morning of the first day of registration. To ensure you are not locked out of our system, make sure to log on to your account **no sooner than 5:55 a.m.** on the day of registration. If you log on prior to this time, you risk being inactive and the computer will time you out. This is referred to as "web whacking" and if it occurs it may take you several minutes to log back in. The computer resets itself and **we cannot do anything from our end.**
3. At 6 a.m., you should see the activity numbers go live and show as **AVAILABLE**. If they show as UNAVAILABLE, please **first** try refreshing your browser – **DO NOT CLICK THE RIGHT**



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CORNER X OR LOG OUT. The control function+F5 will refresh your screen, or select the refresh button typically at the top left side of your computer screen. If after trying this the numbers are still unavailable, give us a call and we can try to assist you.

4. Keep in mind that placing the camp activity numbers in to your cyber cart **DOES NOT GUARANTEE** registration. You must proceed through to the payment screen and review your receipt for confirmation. DO NOT sit on the payment screen longer than 10 minutes; the payment program will not process your registration after this length of time.
5. Families attempting to add Extended Camp Weeks must **FIRST** enter the camp registration weeks to their cart, and then enter the appropriate Extended Week information. Due to online registrations, the only way to guarantee your child is enrolled is to view your receipt and payment information at the end of your transaction. If a wait list message pops up during your registration process for the Extended Weeks, we recommend you click yes to be added to the wait list. You should not be charged for wait list registration. If a spot opens, we will contact you to gauge your interest in enrolling.
6. Once you are logged in to your account online, we **STRONGLY RECOMMEND** you **DO NOT CLICK THE RIGHT CORNER X** at any time. This locks your account from our end, as well as from your end and nothing can be done until the system resets (which can take several minutes).
7. **Remain Calm!** We provide detailed information for planning purposes and not to cause undue panic. The Preschool, Youth & Teen Programming team will be in the office and ready to assist you on each of the registration mornings if you need further assistance.

Campsite Portal / Healthcare Forms

Our department utilizes a system called [Campsite](#) to collect medical and contact information from our participants. We also utilize the system for things like sign in/out and assigning persons authorized to drop off and pick up your children from camp. Camp participants must have their healthcare forms up to date for each year they attend camp (i.e. 2022 forms are not good for 2023). Campsite is a web based system. In the event Campsite becomes non-operational during the camp day, our camps will retain paper copies of camper information on site. For any issues with Campsite, please contact Tammy Abel at tabel@dublin.oh.us or 614.410.4573.

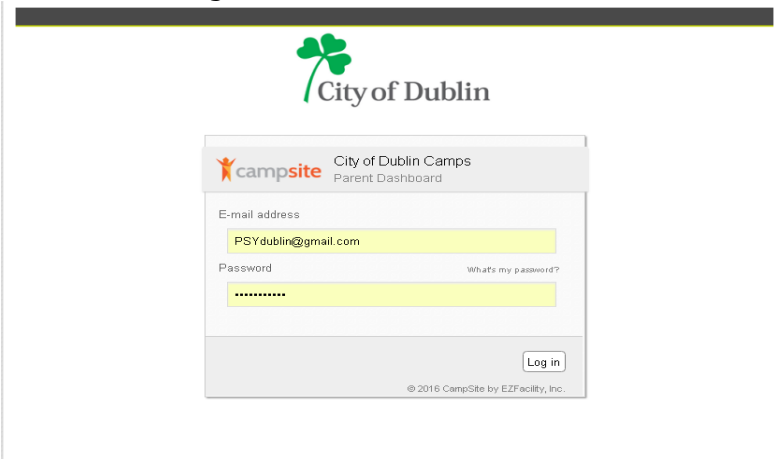
Sign-Up Process

After a patron registers for one of our Camps, their registration information is manually compiled and placed into Campsite. Patrons are contacted in early May regarding the input of current medical, demographic, and authorized pick-up/drop off information. Our patrons who already have an account will be asked to sign back into their account and re-enter/update their children's information. Patrons new to our camps, will be emailed with information regarding setting up their account. Once their account is set-up, they will be able to go in and log into the system.

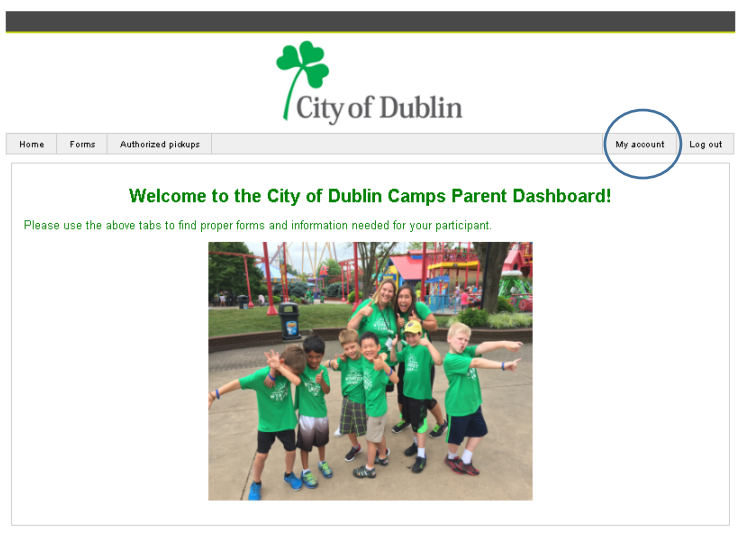
Camp participants who participate in our Camps, must have a current health care form on file **BEFORE** they are permitted to attend camp. The deadline for the submission of forms will be **Friday, May 19th at 5:00pm**. Failure to complete these forms will disallow your child from attending camp until all forms are fully complete and on file.

Directions on Completing Forms on Campsite

1. Log-on to: <https://dublinohio.campmanagement.com/campers> (remember, you must be registered for one of our programs AND received an email from Campsite before you can sign-on to Campsite)
2. Enter your email address and password associated with your account. An email should have been sent to you with this information. You can click "What's my password" if you have forgotten your password (you will need to know your email).
3. Click "Log-in"



4. You will be taken to the Parent Dashboard homepage seen below.
5. Click on the tab "My Account". You will be taken to the screen below.



6. You will find that some of your information will be filled in. This information is populated from our registration system here at the DCRC. Please fill in any missing information or update any incorrect information. **It is very important you add a second parent, if applicable, so that they will be able to receive an attendance pin.** Additionally, please upload a current photo of yourself.

Home Forms Authorized pickups My account Log out

My account

Change password

Camper

Add camper...

John Dublin

Family information

Parent #1

Relationship: Mother E-mail address: PSYDublin@gmail.c

First name: Linda E-mail address #2:

Last name: Dublin Cell phone:

Work phone: Attendance PIN: 634784

Parent #2

Relationship: Father E-mail address:

- Click on the name of your camper. In this example it is "John Dublin". You will be taken to the page below.
- You will find that some of your camper's information will be filled in. Please fill in any missing information or update any incorrect information (an email address for the camper is not necessary). Please upload a picture of your camper.
- Click "update camper information" when you are finished.



City of Dublin

Home Forms Authorized pickups My account Log out

Camper information for John Dublin

Camper information

First name: John

Last name: Dublin

Middle name:

Nickname:

E-mail address:

Gender: Male

Date of birth: Month: Date: Year:

Grade entering, Fall 2016: 4th

Name of school:

Update camper information

- When you are finished, click on the "forms" tab in the upper left section of your screen.



Home Forms Authorized pickups My account Log out

Camper information for John Dublin



Upload photo...

Camper information

First name

Last name

Middle name

Nickname

E-mail address

Gender


Date of birth

Grade entering, Fall 2016

Name of school

[Update camper information](#)

11. Click on the name of the child you wish to fill forms out for.



Home Forms Authorized pickups My account Log out

Forms

[Forms for John Dublin](#)

12. On this page you will find three different Healthcare Forms that need to be completed. Click on Healthcare Form Part 1.



Home Forms Authorized pickups My account Log out

Forms for John Dublin

Camp Forms

Please complete all three of the forms below to the best of your knowledge. If you have questions regarding any of the forms please contact Sharon Adamek at 614-410-4575.

Medical forms for 2016

Type	Name	Due date	Received?
Web form	Healthcare Form Part 1	October 10th, 2016	No
Web form	Healthcare Form Part 2	October 10th, 2016	No
Web form	Healthcare Form Part 3	October 10th, 2016	No

13. Fill in the information in the fields displayed. **Questions written in bold are mandatory.**



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Please fill in all the information you can.

14. At the bottom of each page, you will need to write your full name to complete the form. Click "Submit Form" when you are finished

15. After you submit your form, you will be taken to the page below. If you would like to keep a copy of this form for your records, click "Download a .pdf version of your form submission".

16. Click "Return to forms"

17. You will be taken back to the Camp Forms page where you will follow instructions 13-16 for Healthcare Forms 2 and 3.
18. When you have successfully completed each form you will see a "Yes, on (date)" under the "Received" column. As a note, camp forms need to be updated every year. You will also find a "Due Date" indicating when a form is due. To resubmit your form, simply review your information and click "submit form" again for each form.



Home Forms Authorized pickups My account Log out

Forms for John Dublin

Camp Forms

Please complete all three of the forms below to the best of your knowledge. If you have questions regarding any of the forms please contact Sharon Adamek at 614-410-4575.

+ Medical forms for 2016

Type	Name	Due date	Received?
Web form	Healthcare Form Part 1	October 10th, 2016	Yes, on September 21st, 2016
Web form	Healthcare Form Part 2	October 10th, 2016	No
Web form	Healthcare Form Part 3	October 10th, 2016	No

19. When you have submitted all three forms, please click on the "Authorized pickups" tab.



Home Forms Authorized pickups My account Log out

Forms for John Dublin

Camp Forms


Please complete all three of the forms below to the best of your knowledge. If you have questions regarding any of the forms please contact Sharon Adamek at 614-410-4575.

+ Medical forms for 2016

Type	Name	Due date	Received?
Web form	Healthcare Form Part 1	October 10th, 2016	Yes, on September 21st, 2016
Web form	Healthcare Form Part 2	October 10th, 2016	No
Web form	Healthcare Form Part 3	October 10th, 2016	No

20. You will be taken to the page below. Please note that attendance PINs for parents are found under the "My Account Tab". **Parents do not need to add themselves on the authorized pickup section, as they already should have been added as an authorized pickup in the "My Account" section.** Attendance pins will be used to sign campers in and out.

21. To add an authorized pickup, please click on "+Add Authorized pickup."



Home Forms Authorized pickups My account Log out

Authorized pickups for 2016

Parents do not need to be created as Authorized pickups - their attendance PINs can be found on the [My account](#) page.

+ Add Authorized pickup...

Name	Relationship	Authorized for 2016?
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22. You will be taken to the page below. Please fill in the information requested. The cell phone of the authorized pickup is important, because an Attendance Pin will be sent to their phone through a text message. Please upload a picture of your authorized pickup if you have one



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available. The City of Dublin, Recreation Services reserves the right to check identification if staff deem it necessary.

23. After you have completed all of the necessary information click on "Add Authorized pickup".

24. You will be taken to the page below noting the name, relationship and if they are authorized for the current year. Authorized pickups can be deleted using the  button. They can also be made active and inactive for the camp season.

25. To add additional authorized pickups please click "+Add Authorized pickup". As a note, having multiple authorized pickups can help you avoid late fees in the event you have an emergency occur and cannot pick your camper up from camp.

26. Once you are completed with entering your authorized pickups, you can review your information or click "Log out" at the top right of your screen.