

Welcome to the City of Dublin Recreation Services Specialty Camps! We offer a variety of Specialty Camps tailored to different interests and skills. This handbook is designed to assist parents/guardians, participants, and staff in preparing for our camps by outlining standard policies and procedures. Please review the guidelines before attending camp. For specific inquiries about Preschool, Youth, and Teen programs, please visit our [Preschool, Youth and Teen Programs Webpage](#) or contact Rachel Keitz, Recreation Coordinator, at rkeitz@dublin.oh.us.

What is a Specialty Camp?

Specialty Camps offer participants the opportunity to focus on specific interests and master skills such as sports (tennis, soccer, baseball, and more), STEAM, dance, art, academics, and more. These camps provide specialized instruction, facilities, and programming tailored to each theme, allowing campers to immerse themselves in their chosen interest while enjoying typical camp experiences like socialization, outdoor activities, and personal growth. We collaborate with contractual partners and community recreation instructors to provide these camps.

BEFORE CAMP

Registration Reminder Email

Registered participants receive a reminder email from a member of the Preschool, Youth, and Teen Team approximately 5-7 days prior to the camps start. This email contains essential details such as dates, times, locations, equipment needs, etc. It also serves as a friendly reminder for your child's camp information.

Health Care Forms

A 2024 online Health Care Form is mandatory to participate in a Specialty Camp. The forms provide our staff with crucial details about your child, ensuring their safety and security during camp. Health Care Forms must be updated annually. If you have already completed forms for the current year, please review and confirm the accuracy of the information. The provided information must be completed online NO LATER THAN 7 days before the start of your child's Specialty Camp.

Parents/guardians receive Health Care Form information closer to the camp start date via email from our camp software Campsite Management (no reply email address - do not email this account). If you have specific questions about Campsite, please contact Mollie Wills, Program Specialist, at mwills@dublin.oh.us.

What to Bring/Wear to Camp

WATER BOTTLE – Please ensure your camper brings a refillable plastic water bottle to stay hydrated throughout the day. Hydration is essential, and water is the best option to keep your child refreshed.

SUNSCREEN – Apply sunscreen to your child before arriving at camp to protect them from sunburn.

CLOTHING – Participants should dress in comfortable attire that allows for freedom of movement, such as athletic shorts and a t-shirt. No sandals, flip-flops, or crocs. These shoes make everyday activities difficult and put your child at a greater risk to trip, fall, or sustain foot and ankle injuries.

EQUIPMENT – All necessary equipment and supplies will be provided by the Specialty Camp. Participants do not need to bring any additional equipment. For example, in Shooting Stars Basketball Camp, all basketballs will be provided by Bally Sports Group.



NUT-FREE SNACK – While some of our Specialty Camps may provide a light snack, we recommend participants pack a small nut-free snack. Specific details regarding snacks or packed lunch is provided in individual reminder emails for each camp.

Accommodations Requests

Recreation Services promotes an inclusive policy for all of our programs. To discuss program options to best suit your child's needs or interests, please contact Meaghan Campbell, Adaptive Recreation Coordinator, at mmcampbell@dublin.oh.us for an inquiry of needs to form an accommodation plan. An accommodation plan could carry over IEP/504 accommodations and must be completed prior to the start of the program. We kindly ask for a 7-day accommodation request window to facilitate this process effectively.

AT CAMP

Sign In/Sign Out Procedures

For the safety of our campers, each child must be signed in/out of camp daily by an authorized adult. Children aged 12 & under may not sign themselves in/out. Authorized pickups must be 18 years or older and listed as a parent/guardian on the Campsite Health Care Portal or as an authorized pick-up. Camp staff cannot be listed as authorized pickups or emergency contacts.

Campers aged 13 or older may sign themselves in/out of camp, if approved by parent/guardian, within their Campsite account. To approve, parent/guardian must add the camper as an authorized pickup within their Campsite account. However, they cannot sign in/out siblings or friends without approval.

For the safety of our participants, we ask for parents/guardians/authorized pickups to show a photo ID upon drop off and pick up. Parents will automatically be listed as an authorized pick up for a participant, though additional individuals must be added as an "Authorized Pick Up" on the required Campsite Medical Forms.

If a child is registered for two camps on the same day, an Authorized Pickup must sign them in/out of each session.

Example: If your child is registered for Ninja Training Camp (at Coffman Pavilion) from 9:00AM – 12:00PM, they need signed out of Ninja camp at 12:00PM by an authorized adult as listed on your child's Health Care Forms. Then if registered for Multi Sports Camp (at DCRC Gymnasium B) from 1:00PM – 4:00PM, the child will need taken to the DCRC, Gymnasium B at 1:00PM to sign in to attend the Multi Sports Camp. Our staff do not act as an Authorized pick up for campers in between sessions. This policy is applied to all of our camp programs.

Medications At Camp

All campers must have their medications, including over-the-counter or nonprescription drugs, listed on their Campsite Healthcare Form, submitted prior to the start of camp. If medications are to be dispensed during camp hours, parents/guardians must adhere to the following rules:

- Parents/Guardians are required to check in and out all medications daily with the camp instructor at the camp location.
- Medications must be stored in their original packaging or bottle, clearly identifying the prescribing physician (for prescription drugs), medication name, dosage, and frequency of use.
- Camps will not accept or dispense any medications that are not in their original packaging.



Camp Hours & Late Pick-Up Fees

Our camps operate with specific times. Parents/guardians should drop campers off at the start time and pickup promptly at the program's end. It is the responsibility of the parent to make every effort to pick up their camper(s) before closing time. Please do not arrive early, as our instructors are preparing camp for the day.

- **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 12:15 p.m. (12:00 p.m. end time) is assessed a flat \$10.00 fee plus an additional \$10.00 for the 10 minutes between 12:05 p.m. and 12:15 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.

Absences at Camp

Refunds, credits, or transfers are not granted for missed camp days due to illness, behavioral concerns, or unforeseen emergencies. Parents do not need to inform the DCRC of absences. No makeup classes are offered for missed days. Cancelled classes due to weather or logistical issues will be rescheduled, and participants are notified via email. If facility or instructor schedule does not permit, a refund is issued.

Healthy Kids

Children showing signs or symptoms of illness should not attend programs at the DCRC. Symptoms of seasonal flu include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. The child can return to registered programs after they have been fever-free for 24 hours without fever reducing medications. Please note, if your child becomes ill or vomits during any of our programs, they must be picked up ASAP and removed from the group. Refunds are not available due to illness.

CAMP POLICIES

Parent Policy

With your child's best interest in mind and to provide the best learning environment, we ask all parents and small children refrain from entering the teaching area during camp. This eliminates any interruptions between the instructor and participants. We believe it is most beneficial for children to have time alone to interact with their peers. To provide a safe environment, students must follow directions and avoid disruption.

Personal Items

The City of Dublin and its staff are not liable for lost or damaged items. Parents and participants assume responsibility for any items brought to camps. Cellphones, if brought for emergency purposes, must remain in the child's bag at all times. Lost items will be turned in to the Dublin Community Recreation Center Welcome Desk. Items are kept for a short period of time in our 'Lost and Found' closet before being donated.

Inclement Weather (Outdoor Camps)

During severe weather, campers shelter indoors. In light rain, activities may continue outdoors, while in lightning or thunder, campers must remain indoors for 30 minutes from the time of the last lightning seen or thunder heard.





SPECIALTY CAMPS HANDBOOK

PRESCHOOL, YOUTH & TEEN DEPARTMENT

2024

Camp Cancellation 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 and specialty camps cancelled prior to May 17, 2024 will be refunded in full minus a \$50.00, non-refundable fee per week, per child. **Cancellation requests made after May 17 will not receive a refund. Transfer requests made after May 17 will not be accepted.**

Refund information, including our cancellation policy, can be found on our registration webpage, in our Healthy Brochure, and on your activity registration receipt for reference. We strive to maintain transparency regarding our policies to ensure clarity for all participants.

For specific questions, contact a member of the Preschool, Youth & Teen Programs Team

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