

2024 Summer Camp Parent Handbook

My First Camp
Playground Adventure
Camp Kaltenbach
Wyandot Camp
Teen Adventure Camp
Wyandot Next
Counselor-In-Training



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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

Youth Development Outcomes	Outcome Indicators	Examples of how we accomplish the goal
Sense of Self	<ul style="list-style-type: none"> • Self-confidence • Empowerment • Self-advocacy • Personal Safety 	<ul style="list-style-type: none"> • Campers are encouraged to: <ul style="list-style-type: none"> ◦ Try new things ◦ Take healthy risks • Campers make genuine contributions to camp • Campers develop independence • Campers' physical, social, and emotional safety is ensured
Positive Core Values	<ul style="list-style-type: none"> • Honesty and Integrity • Responsibility • Equality and Fairness • Caring and Empathy 	<ul style="list-style-type: none"> • Personal and small-group responsibility towards the entire camp • Camper leadership opportunities • Personal behavior management
Life Skills	<ul style="list-style-type: none"> • Friendship skills • Goal-setting skills • Problem-solving skills • Conflict resolution • Teamwork • Communication skills 	<ul style="list-style-type: none"> • Positive peer and adult relationships • Direct feedback from adults and peers • Campers are encouraged to meet new people and make new friends • Campers solve conflict with adult mediation
Cultural Competency	<ul style="list-style-type: none"> • Respect for others • Sense of belonging • Service to Others 	<ul style="list-style-type: none"> • Campers show acceptance of people who are racially, physically, culturally, or ethnically different than they are • Developing a sense of shared community • Opportunities to serve the community
Arts and Recreation	<ul style="list-style-type: none"> • Appreciation for Arts (and crafts) • Time spent in sports, exercise and recreation activities • Environmental awareness 	<ul style="list-style-type: none"> • Camp activities/curriculum: <ul style="list-style-type: none"> ◦ Arts & Crafts ◦ Sports & Games ◦ Outdoor Education

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. We rely on America's Promise and The Search Institute's 40 Developmental Assets to guide our programming because these research 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. The remainder of this document provides an overview of important policies, as well as rules and guidelines designed to ensure a safe and nurturing environment for campers and staff.

For more information visit: www.americaspromise.org; www.search-institute.org



American Camp Association (ACA) Accreditation

The [American Camp Association](#)® announced in 2024 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.

ACA accreditation means that our Wyandot Camp was submitted to a thorough (up to 300 standards) review of its operation by ACA and complied with best practices and high standards in the camp industry. 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

- **2024 Summer Camp Season Monday, June 3 – Friday, July 26**
- **Extended Weeks Camp Season Monday, July 29 – Friday, August 9**
- ***No Camp – June 19 or July 4***

Camper Expectations

Camper expectations are an important part of the first day of camp and throughout the camp season. They set the ground rules and help campers understand camp rules and procedures. Campers will learn about:

- 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 camper before their 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

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

1. Parent/Guardian shall read and be responsible for all sections of the Parent/Guardian Handbook (located on the City of Dublin's [Camps Website](#)) & submit the required online Health Care Form.
2. Parent/guardians shall read and be responsible for the contents of the weekly camp email update you will receive.
3. Parent/Guardian shall refrain from touching or physically contacting any child in the camp program other than their own.
4. Parent/Guardian are not permitted to verbally insult, harass, or interrogate any child, parent/guardian or staff in the camp program.
5. Parent/Guardian 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, Camps Coordinator and/or Recreation Supervisor and possible removal from the camp program (parent/guardian and/or campers).

What to Bring to Camp

- **BACKPACK/BAG**
 - Pack and label one bag for your camper with all items labeled (water bottle, lunch, hat, sunscreen, extra socks, sweatshirt, etc.).
 - Please ensure all items are clearly marked with your camper's first and last name.
- **LUNCH**
 - Send PLENTY of food for lunch and snacks. We actively play all day and campers get hungry.
 - Pack a healthy, substantial, nut-free lunch with your camper that DOES NOT REQUIRE REFRIGERATION.
 - We do not provide refrigerators for camper lunches.
- **SUNSCREEN**
 - Make sure your camper 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**
 - Please send campers in closed-toe athletic shoes so they can fully participate in all scheduled active play.
 - Old tennis shoes are best because they are already broken in and will get very dirty.
 - Sandals, flip flops, and Crocs make everyday activities difficult and put your camper 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 camper's bag for the day
- **WATER BOTTLE**
 - Send a refillable, plastic water bottle with your camper.
 - We discourage drinks with high sugar and/or caffeine content as they do not hydrate your camper as well as water.
- **SWIMSUIT/TOWEL** (*If your camp goes swimming or has water day*)
 - Dress your camper in swimsuit underneath clothing on swim/water day dates and pack undergarments for after the pool.
 - There will be time for campers to change before and after the pool/water activities, but having them dressed beforehand decreases the amount of time needed for this.
 - You will be provided with your camper'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, parent/guardians, 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. Parent/Guardians 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 Communication Policy

Once a camper arrives at camp, all communication between child and parent/guardian should go through camp staff. This is for safety reasons, as well as general staff awareness purposes. If a parent/guardian requests their child bring a cellular device or smart watch for emergency purposes only, the item must remain in the child's book bag at all times.



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 campers 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 17 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 before/after care hours, Camp Staff are responsible for monitoring campers in their assigned area and should request help if their area becomes overcrowded.

Staff vehicles are not 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 17, 2024 will be refunded in full minus a \$50.00, non-refundable fee per week, per child. **Cancellations made after May 17 will not receive a refund.** Transfer requests must be made before May 17 to be accepted.

Camp Priority Registration (Camp Kaltenbach and Wyandot Camp) remains the same: 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 15 to Dublin residents & school district residents and on March 20 to Non-Residents. Not available for priority registration.

Ages: 3-5

Times: 9 a.m. - Noon

Dates: June 3 – July 26

Location: DCRC, Arts & Crafts

Fees: \$115 CR, SDR/NR \$127

2024 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 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 15 to Dublin residents & school district residents and on March 20 to Non-Residents. Not available for priority registration.

Ages: 6-8

Times: 1 – 4 p.m.

Dates: June 3 – July 26

Location: DCRC, Arts & Crafts

Fees: \$105 CR, SDR/NR \$115

2024 Playground Adventure 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 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 14 to Dublin residents & school district residents. Non-resident registration opens on March 20.

Ages: 5-8

Times: 9 a.m. – 4 p.m.

Dates: June 3 – July 26

Location: Ted Kaltenbach Park, 5985 Cara Road

Fee for All-8-Weeks: \$1,254 CR, \$1,380 SDR/NR

2024 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, Scattegories, 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 14 to Dublin residents & school district residents. Non-resident registration opens on March 20.

Ages: 6-11

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

Locations: Wyandot Elementary: 5620 Dublinshire Dr, Dublin, OH 43017
Hopewell Elementary: 4303 Bright Rd, Dublin, OH 43016

Dates: June 3 – July 26

Fee for All-8-Weeks: \$1,786 CR/SDR, \$1965 NR

Sample schedules outlined on the next page.

2024 WYANDOT CAMP SAMPLE SCHEDULE - FULL DAY

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: Color Group Up(using visual signage), Songs, Chants, Mini Games within color groups			
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	STRUCTURED PLAY (playground, reading, field games, camper's choice): ALL CAMP			
12:00-12:05	Transition: Color Group Up(using visual signage), Songs, Chants, Mini Games within color groups			
12:05-12:50	Counselor Led Activity	Arts & Crafts	Outdoor Ed/ Science	Sports & Games
12:50-12:55	Transition: Color Group Up(using visual signage), Songs, Chants, Mini Games within color groups			
12:55-1:40	Arts & Crafts	Counselor Led Activity	Sports & Games	Outdoor Ed/ Science
1:40-1:45	Transition: Songs/Chants/Mini Games within color groups			
1:45-2:15	Creation Station			
2:15-3:45	Camp Clubs (Two 45 minute sessions) or an All Camp Activity			
3:45-4:00	Closing Ceremony/Songs/Snack Time/Remaining Skits: Highlights, Best Skit, Camp Champ, Comedy, Jokes, Funniest, Best of the Day/Thorn of the Day, etc.			

2024 WYANDOT CAMP EXAMPLE SCHEDULE - SWIM DAYS

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/Science	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. Patron can choose a preferred location during registration.

Extended Week 1: July 29-Aug. 2

Ages: 5-11

Time: 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:

\$235 CR, \$260 SDR/NR

\$188 CR, \$207 SDR/NR at DCRC only – *No camp on August 2 at the DCRC due to Irish Festival.*

Extended Week 2: Aug. 5-9

Ages: 5-11

Time: 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

Fees: \$235 CR, \$260 SDR/NR

Wyandot Camp Meal Program

- We have partnered with Dublin City School to provide parent/guardians with the option to purchase meals for campers 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:
- Registration for the meal program is **not available after 5:00 p.m. on May 24, 2024.**
- 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.
- The only option to purchase lunch is for the entire 8-week camp season. Lunch is not available for purchase on a week-to-week basis.
- **Priority all 8 week registration = \$TBD, (\$29.15 per week, per camper in 2023).**
- **We are waiting for final pricing information from Dublin City Schools. We will share this as soon as they share this information with us.**
- 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 Sodexo (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.*

Summer Eats

Theme: Backyard BBQ!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>Milk Available</u> 1% White & Fat Free Chocolate Milk	All meals will come with additional fresh fruits and veggies to choose from on the side!	Backyard BBQ Promo Items: 1. Cheeseburger 2. Hot Dog 3. Chef Salad	EZ Pizza: Flatbread, Marinara Sauce, Mozzarella Cheese EZ Deli: Flatbread, Turkey, Turkey Ham, Cheddar Cheese	EZ Hummus: Hummus, Flatbread, Dipping Veggies
5 1. Crispy Chicken Sandwich 2. Garden Salad w/ Tortilla Chips 3. Sunbutter & Jelly Peas	6 1. Bosco Sticks w/ Sauce 2. Turkey & Cheese Sub 3. Sunbutter & Jelly Mixed Veggies	7 Field Trip Day! Bagged Lunches: 1. EZ Pizza Or 2. Sunbutter & Jelly	8 1. Cheese Pizza Day! 2. EZ Hummus 3. Sunbutter & Jelly Steamed Broccoli	9 1. Grilled Cheese 2. Muffin Fun Lunch 3. Sunbutter & Jelly Carrots
12 1. Chicken Nuggets w/ Roll 2. EZ Hummus 3. Sunbutter & Jelly Carrots	13 1. Walking Taco 2. EZ Pizza 3. Sunbutter & Jelly Black Beans	14 Field Trip Day! Bagged Lunches: 1. Turkey & Cheese Sub Or 2. Sunbutter & Jelly	15 1. Cheese Pizza Day! 2. Garden Salad w/ Tortilla Chips 3. Sunbutter & Jelly Mixed Veggies	16 1. Hot Dog 2. Muffin Fun Lunch 3. Sunbutter & Jelly Baked Beans
19 1. Popcorn Chicken w/ Rice 2. Garden Salad w/ Tortilla Chips 3. Sunbutter & Jelly Peas	20 1. Pancakes w/ Turkey Sausage 2. EZ Hummus 3. Sunbutter & Jelly Tater Tots	21 Field Trip Day! Bagged Lunches: 1. EZ Deli Or 2. Sunbutter & Jelly	22 1. Cheese Pizza Day! 2. Turkey & Cheese Sub 3. Sunbutter & Jelly Carrots	23 1. Mac & Cheese w/ Roll 2. Muffin Fun Lunch 3. Sunbutter & Jelly Green Beans
26 1. Chicken & Waffle Stacker 2. Garden Salad w/ Chips 3. Sunbutter & Jelly Sweet Potato Fries	27 1. Cheeseburger 2. Chef Salad w/ Roll 3. Sunbutter & Jelly Green Beans	28 Field Trip Day! Bagged Lunches: 1. EZ Hummus Or 2. Sunbutter & Jelly	29 1. Cheese Pizza Day! 2. Turkey & Cheese Sub 3. Sunbutter & Jelly Broccoli	30 1. Fish & Chips 2. Muffin Fun Lunch 3. Sunbutter & Jelly French Fries

Menu is subject to change.
This Institution is an equal opportunity provider.

sodexo
AT SCHOOL



TEEN CAMPS

Wyandot Next

Wyandot Next is the final step in the summer camp experience with activities and field trips designed for tweens and teens entering middle school. This camp offers age-specific programming in the arts, sports and games, team building and nature/science exploration. Camps include weekly field trips, outdoor water days and weekly swimming.

Weekly registration opens on March 15 to Dublin residents and school district residents. Registration begins on March 20 for Non-Residents. Not available for priority registration.

Ages: 11-14

Times: 9 a.m. – 4 p.m.

Dates: June 3 – July 26

Location: Grizzell Middle School, 8705 Avery Road

Fees: \$235 CR/SDR, \$260 NR

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 15 to Dublin residents and school district residents. Registration begins on March 20 for Non-Residents. Not available for priority registration.

Ages: 11-14

Times: 9 a.m. – 4 p.m.

Dates: June 3 – July 26

Location: Grizzell Middle School, 8705 Avery Road

Fees: \$330 CR/SDR, \$365 NR



Counselor-in-Training (CIT)

The purpose of our C.I.T. program is to provide participants with training in using effective leadership skills throughout their lives and working effectively with children at camp and in many other settings. C.I.T. programs teach management and leadership skills and can provide basic training in first aid, group leadership, time management and various additional skills.

C.I.T.s are placed at one of the Wyandot Camp locations and assist in the administration of the camp program and the execution of camp logistics such as drop-off, pick-up, songs and games, and equipment set up and take down. In addition, C.I.T.s work with the Camp Supervisor and Assistant Supervisors of curriculum to organize and conduct classes, prepare lesson plans and lead activity sessions.

The C.I.T. program is educational, with curricula designed to develop the people and technical skills necessary to be an effective Camp Counselor. It is not “working” at camp. A CIT is still technically a camper and, therefore, bound by many of the same rules and restrictions as regular campers. We require C.I.T.s to attend camp during regular camp sessions. Since the C.I.T. program is a training program, C.I.T.s are not paid.

Weekly registration opens on March 15 to Dublin residents and school district residents. Registration begins on March 20 for Non-Residents. Not available for priority registration.

Please note: C.I.T.s are required to interview for acceptance into this program. Interview information is emailed after completing registration. No payment is required at the time of registration.

Ages: 15-16

Times: 9 a.m. – 4 p.m.

Session 1 Dates: June 3 – June 28

Session 2 Dates: July 1 – July 26

Location: Grizzell Middle School, 8705 Avery Road

Fees: \$700 CR/SDR, \$770 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 24, 2024 at 5pm.**
- **Camp Kaltenbach and Wyandot Camp** families have two options to pay the remaining 50% balance:
 - 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".
- **Weekly registration for all camps** requires payment in full at the time of registration.
- **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.**

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 cannot 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 campers.

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/guardian showing any signs or symptoms of extreme illness, intoxication, etc.

ALL parent/guardians 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. 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 and CIT's enrolled in Teen Adventure Camp, Wyandot Next, or the CIT program who are 13 years old or older have the option to sign themselves in/out of camp. Campers will not be able to sign in/out siblings, friends, etc. Parent/Guardian must approve this by adding the camper as an authorized pickup within their Campsite account. If a parent/guardian has not entered a camper as an authorized pickup, the camper cannot sign themselves out. As an authorized pick up, the camper will receive a personalized pin number and will use this pin when signing in/out each day.

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 the 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 that must be maintained throughout the camp day.

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 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. 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 parent/guardian if a child does not attend camp as registered. Parent/Guardian may call their child's camp location (phone numbers available when camp starts) and inform them of their child's inability to attend, but it is not required.

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/or in a fire lane. This is a safety precaution for all parties. Parking in the fire lane causes an increase in traffic backup due to the cars at the curb, reducing the space for all patrons to walk, increases risk of injury to pedestrians, and reduces space 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/Guardian Access and Participation

Parent/Guardian 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, parent/guardian must sign-in as a visitor and notify the camp staff of their presence.

Parent/Guardian 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.

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.

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 Guidelines

City of Dublin camps use a positive and inclusive approach to group management. The safety and security of our campers is our highest priority and we are committed to providing a safe environment.

Camp staff begin the process of positive group management on the first day of camp by:

- Planning activities that are appropriate and have a balance of active versus quiet, and camper-led versus staff-led activities during the day
- Showing concern, care, and fairness to each child. Consistently modeling and explicitly teaching the rules and expectations.
- The ultimate goal of group management is to help campers become more independent and gain self-regulation skills.
- Constructive, developmentally appropriate child guidance and management techniques are used at all times.
 - These include but are not limited to:
 - Calming strategies
 - Redirection



- Talking with the camper and parent/guardians
 - Specific verbal praise for expected behaviors
- For the campers who may experience challenges with self-regulating or settling into a new routine, parent/guardians are encouraged to reach out to our Adaptive Coordinator to set up an inquiry of needs meeting prior to camp to plan proactively for how we can best support your child at camp.

City of Dublin camp staff provide tiers of corrective strategies and instruction to campers who fail to meet behavioral expectations. Multiple options for correcting camper behavior may be selected depending on an individual camper's needs, including their age, history of behavior while at camp, and the specific offense and its seriousness.

Camp staff use strategies outlined below to help increase desired behaviors:

- Parent Communication
 - Parent Note
 - Accident/Incident Report
- Re-teaching the behavioral expectations
- Encouraging positive behavior through praise and rewards
- Creating a Behavioral Contract with the camper and parent/guardians
- Conference with Camp Supervisor, Camper, and Parent/guardian
- Conference with Camps Program Coordinator and/or Adaptive Coordinator
- Removal from Camp

If a behavior is consistent, habitual, or severely inappropriate it could result in immediate dismissal from camp. If a child cannot adjust to the camp setting and behave appropriately, the parent/guardian may be asked to find alternate arrangements for care. City of Dublin camp staff reserve the right to determine the correct course of action for the situation at hand and may not move through every single step in this process.

Summary of Strategies and Consequences

Strategies and Consequences		Parent Note	Re-teaching	Behavioral Contract	Parent/guardian & Staff Conference
Level 1 offense	Disruptive behavior	X	X		
	Profanity	X	X		
	Lying	X	X		X
	Not listening to directions/instructions	X	X		
	Argumentative with Counselors	X	X		
	Name calling/unkind remarks	X	X		
	Pushing/shoving	X	X		
	Refusing to Cooperate with other Campers	X	X		
	Inappropriate touching/can't keep hands to self	X	X	X	X
Level 2 offense	Fighting	X	X	X	X
	Bullying/Harassment	X	X	X	X
	Theft	X	X	X	X
	Vandalism	X	X	X	X
	Insubordination	X	X	X	X
	Eloping	X	X	X	X
Level 3 offense	Physical Assault	X		X	X
	Serious bodily injury	X		X	X
	Volatile Act	X		X	X

Offenses

Level 1	Minor offense
Level 2	Repeated Level 1 offense or serious misconduct
Level 3	Repeated Level 1 or Level 2 offense, serious misconduct or life/health threatening offenses

Multiple options for correcting camper behavior may be selected depending on an individual camper's needs including the age, history of behavior, and seriousness of any specific offense.

Level 1 Offenses

Definition: Level 1—Minor offense

Expected Behavior	Violation of Expected Behavior	Definition of Violation	Positive Behavior Management
Respect for Others	Profanity/inappropriate language	Using language that is crude, offensive, insulting, or irreverent	<ul style="list-style-type: none"> • Redirection • Re-teach behavioral expectations
Honesty	Lying	Not telling the truth to adults or peers	<ul style="list-style-type: none"> • Re-teach behavioral expectations
Responsibility	Leaving things a mess		<ul style="list-style-type: none"> • Redirection • Re-teach behavioral expectations
Respect for Others	Not listening to directions/instructions	Refusing to comply with requests of adults in authority	<ul style="list-style-type: none"> • Redirection • Re-teach behavioral expectations
Respect for Others	Argumentative with Counselors	Saying “no”, arguing with instructions, looking away/ignoring directions, continuing with previous activity	<ul style="list-style-type: none"> • Redirection • Re-teach behavioral expectations
Conflict resolution	Name calling/unkind remarks	Using derogatory language or insults	<ul style="list-style-type: none"> • Redirection • Re-teach behavioral expectations
Conflict resolution	Pushing/shoving	Using any part of the body to forcefully contact another person’s body.	<ul style="list-style-type: none"> • Redirection • Re-teach behavioral expectations
Equality and Fairness/Teamwork	Refusing to Cooperate with other Campers		<ul style="list-style-type: none"> • Redirection • Re-teach behavioral expectations
Respect for Others	Inappropriate touching/can’t keep hands to self	Invasion of personal space	<ul style="list-style-type: none"> • Redirection • Re-teach behavioral expectations

Level 1- Undesired Behavior

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); demonstrate, explain, show them what the desired behavior looks and sounds like
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)

Level 2 Offenses

Definition: Level 2 — Repeated Level 1 offense or serious misconduct

Expected Behavior	Violation of Expected Behavior	Definition of Violation	Positive Behavior Management
Respect for Others	Fighting	Mutual participation in an incident involving physical or verbal conflict	<ul style="list-style-type: none"> • Re-teach behavioral expectations • Create a Behavioral Contract • Conference with Parent/guardian and Camp Staff
Positive peer relationships	Bullying/ Harassment	Any act written or verbal, gestures, photographs, drawings or any other form of communication used to intimidate, harass or threaten harm to another person based on race, gender, religious belief, nationality, disability, sexual orientation, or any other reason.	<ul style="list-style-type: none"> • Re-teach behavioral expectations • Create a Behavioral Contract • Conference with Parent/guardian and Camp Staff • Removal from Camp
Sense of shared community	Theft	Taking or assisting in taking another person's property without their permission	<ul style="list-style-type: none"> • Re-teach behavioral expectations • Create a Behavioral Contract • Conference with Parent/guardian and Camp Staff
Respect for Others	Vandalism	Intentional destruction or damage of property	<ul style="list-style-type: none"> • Re-teach behavioral expectations • Conference with Parent/guardian and Camp Staff
Positive adult relationships	Insubordination/ Defiance	Refusing to follow a request, direction or instruction of an adult. All other disruptive, aggravating and/or disobedient behavior not mentioned in any other category.	<ul style="list-style-type: none"> • Re-teach behavioral expectations • Create a Behavioral Contract • Conference with Parent/guardian and Camp Staff
Problem-solving skills	Eloping	Leaving an assigned area without permission from or knowledge of staff, often to escape and/or avoid a camp-related situation or task	<ul style="list-style-type: none"> • Re-teach behavioral expectations • Conference with parent/guardian & Staff

Level 2- Consistent Undesired Behavior

Counselor will complete an Incident Report (if one is needed) and Supervisors will develop a Behavior Contract that will be reviewed with the campers' family. All Behavior Contracts are shared with the appropriate Camp Counselor(s) so they can learn how to adapt activities to prevent future undesired behaviors and reward desired behavior. Behavioral Contract with camper includes 2-3 goals for demonstrating expected behaviors that will be monitored. Rewards & consequences will be established in partnership with family and camp staff.

Level 3 Offenses

Definition: Level 3 — Repeated Level 1 or Level 2 offense, serious misconduct or life/health threatening offenses

Expected Behavior	Violation of Expected Behavior	Definition of Violation	Strategies to Correct Behavior
Respect for Others	Physical Assault	Physically attacking another person. Unprovoked hitting, kicking, shoving or otherwise causing physical pain or harm to another outside the context of a mutual conflict is considered assault.	Conference with Parent/guardian and Camp Staff Removal from Camp for the day
Respect for Others	Serious bodily injury	An incident that results in serious bodily injury to oneself or others. Serious bodily injury involves substantial risk of death; unconsciousness; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or mental faculty.	Potential Removal from Camp for the remainder of the season
Sense of belonging	Volatile Act	Disruption of school/school activities by use of violence, force, intimidation, threats to students or staff or disorderly conduct. This includes menacing and provoking others toward acts of disruption (individual or group related).	



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. **City of Dublin camp staff reserve the right to determine the correct course of action for the situation at hand and may not move through every single step in this process linearly.**

Level 3- Severe Undesired Behavior

When severe, undesired behavior occurs, camp staff will inform Camps Program Coordinator or the Recreation Supervisor immediately after managing the situation. The Camps Program Coordinator and Camp Supervisor will assess the incident to determine the best solution for the individual situation.

Removing a Child from Camp

The only staff authorized to remove a child from camp are the Recreation Supervisor and the Camps Program Coordinator. Each decision is specific to the camper and the incident. The following criteria will be considered:

- What immediate consequence was used?
- Were camp counselors in appropriate locations, performing their assigned tasks?
- Is it a consistent behavior? Is it repeated?
- Do we have evidence of this behavior well documented?
- Is a behavior modification plan currently in place?
- Did camp staff at all levels ask for support in a timely manner?
- Is the behavior harmful to self or others?
- Have we tried everything we can to rectify behavior and prevent removal from camp?

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 camp for a minimum of the remainder of the camp day. Before readmission to the program, a meeting between the camp family, Camp Supervisor and Camps Program Coordinator must be held. It is policy to remove ALL participants involved in physical altercations regardless of who started the altercation.

If a child is removed from camp 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. 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 parent/guardians/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 (see examples below). For specific Medical Standing Orders, please contact the Camps Program Coordinator at 614-410-4557 or ebaker@dublin.oh.us.



Providing Camp with Information

In fairness to our counselors, staff, and your camper, we need to make informed decisions about all of the people we invite into our camp community. Our purpose in having pertinent health information, physical, mental, and emotional, is to be able to better serve each child. We expect that parent/guardians have provided us with all the necessary information we need to keep all children safe. Specifically, we need to be informed of any of the following:

- Psychiatric problems, including suicide gestures or ideation
- Health concerns
- Mental health issues/diagnoses (e.g. ADHD, Depression, Anxiety)
- Recent changes to medications, including if a camper has been taken off a medication for the summer or recently changed dosage
- Any hospitalization for a physical or emotional reason
- Any traumatic event/possible reaction to family issues such as parental separation or divorce, illness, or death.

When you provide this information to us, it is ONLY shared with the staff members who need to know. For example, the health personnel may be the only ones with knowledge regarding a diagnosis or special health-related need, but a Counselor needs to be made aware of a recent traumatic event that may be impacting their camper. Our staff take confidentiality seriously and are trained not to discuss camper's private issues with anyone outside of the group caring for the child.

There may be a circumstance where we have agreed to accept a child with full knowledge of their situation and have attempted to take all the necessary steps of making the experience successful, but find that we are unable to do so. For the good of this child and the camp community, the child may have to leave camp.

Failure to respond thoroughly and accurately to any question on the Camper Health History, or to provide pertinent information about your child that impacts their behavior, may result in your child's immediate dismissal from camp, at the sole discretion of the Camps Program Coordinator, without a refund of tuition paid.

Contacting a Parent/Guardian for Medical Concerns

Camp staff are expected to call a camper'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). Parent/Guardian can decide at this time to pick up their child and seek medical care of their choice, or ask the camp staff to call 911 for treatment.

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

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



Treatment Guidelines for Onsite Health Care

1. Camp staff are authorized to perform the following:
 - a. Flush minor scrapes and cuts with water
 - b. Clean minor scrapes and cuts with alcohol swabs when appropriate
 - c. Apply band-aides
 - d. Distribute and assist with the application of cold packs when appropriate
 - e. Distribute medications as indicated on Health Care Form
 - f. 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 follow best practices to prevent disease transmission (use of gloves, hand washing, etc.) at all times when dealing with ANY medical situation.
3. Accident/incident forms will be completed after any treatment is provided and notes will then be documented.
4. First-aid kits are stocked and available at each campsite. AED's are available in each schoolsite, Ted Kaltenbach Park and the Dublin Community Recreation Center.
5. 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. 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. Campers 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.**
- Parent/Guardian must check in all medication with the Camp Supervisor or Assistant Camp Supervisor at each site.
- Enough medication should be brought to last the duration of the camper's session 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/Guardian 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)

Camp staff 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 above). 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 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 un-medicated. 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. After treatment, parent/guardian 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 parent/guardian 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.

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 Supervisor, 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 parent/guardians.

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 parent/guardians.
- **Second occurrence*:** Camp Staff will contact parent/guardian 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/guardians 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 parent/guardians, 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

Camp	Swim Times	Location	Pool Address
My First Camp	DO NOT GO SWIMMING		
Playground Adventure	DO NOT GO SWIMMING		
Camp Kaltenbach	Monday, 12 – 3pm	DCRC	5600 Post Rd., Dublin, OH 43017
Wyandot Camp @ Wyandot ES	Tues./Thurs., 12 – 4pm	North Pool	5660 Dublinshire Dr., Dublin, OH 43017
		DCRC	5600 Post Rd., Dublin, OH 43017
Wyandot Camp @ Hopewell ES	Wed./Fri., 12 – 4pm	North Pool	5660 Dublinshire Dr., Dublin, OH 43017

		DCRC	5600 Post Rd., Dublin, OH 43017
Teen Adventure Camp	Friday, 12 – 3pm	South Pool	6363 Woerner Temple Rd, Dublin, OH 43016
Wyandot Next	Mon./Wed., 12 – 3pm	South Pool	6363 Woerner Temple Rd, Dublin, OH 43016

NOTE: Wyandot Camp participants swim twice a week for two hours on each trip (4 hours/week), with younger and older groups alternating pool sites.

Pool Day Schedule/Procedures/Policies

Pre-Pool

- 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 90 campers.

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

Time	ROY – Young	GBP – Young	ROY – Older	GBP - Older
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 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.
- 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.
- Campers who need to change into their suits, will do so at 11:30am. These campers will change in either a pre-determined restroom or classroom that is either male or female specific. Staff will wait outside of the room until every camper has successfully changed into their swimsuit.
- Campers either board a bus to transport them to the pool or walk to the pool if possible.

The City of Dublin Aquatics Team is committed to implementing proven prevention efforts to ensure that children who swim in our pools are safe. To that end, all day campers will be tested to evaluate swimming competency. Any child that does not take or pass the camp swim test will be restricted from swimming in deep-water, but may still gain access to the shallow end of the pool.

- All campers who wish to have access to the deeper portion of the Leisure Pool or Lap Pool (water other than the designated shallow water area) must pass the Camp Swim Test.
- All campers identified as non-swimmers will receive a **purple wristband**, which they are

required to wear during their time in the pool.

- Campers who pass the swim test will receive an **orange wristband**, which they are required to wear during their time in the pool.
- All campers must take the Swim Test if they wish to have access to the deeper portion of the pools *even if they have a personal aide with them in the pool*.
- Campers take the swim tested on their first swim day of camp.

At the Pool

- Arrival
 - Camp staff guide campers to "home base" where they will lay down their towels, shoes, etc. If outdoors, they will get into their groups and apply sunscreen.
- All campers who would like to swim in the deep end must take a swim test. Campers only need to pass the swim test once to gain access to the entire pool at both the indoor and outdoor pool locations. **See swim test procedures section outlined below for more information.**
- Camp Staff enter the pool first in pre-determined locations that are spread out through the pool before campers are permitted to enter the water.
- A Camp Supervisor or Assistant Camp Supervisor is placed at the entrance/exit of the pool for safety, to answer any parent/guardian 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 staff are in position, campers are allowed to enter the pool. Campers are allowed to sit-out and will be placed next to the Camp Supervisor or Assistant Camp Supervisor.
- Campers are not permitted to wear arm flotation devices in the water while at camp.
- Any camper misbehaving in the pool or attempting to access the wrong area of the pool, will be given an immediate consequence.
 - 1st infraction is five minutes out of the pool
 - 2nd infraction is removal from the pool for the remainder of the day
- At rest period, campers must exit the water and return to "home base" to re-apply sunscreen. During 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 monitor campers throughout this process.
- Campers return to the pool, at the end of rest period, once camp staff are back in their positions.
- Departure
 - When the swim period is over, campers return to the designated area 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.
- Parent/Guardian 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. 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 present where the camper jumps in to begin the test and will follow the camper the entire length of the pool (in or out of the water).
- 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.
 - 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 a safety risk in the water.
 - Staff 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.
- **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 swim against a current, and it is consistent with Health Department regulations.
 - Campers only need to pass the slide test once (at either the indoor or North pool) to gain access to the slides at both the indoor and North pool locations.
- Parent/guardian may request
 - A camper is not swim tested -- understanding that the camper will be identified as a non-swimmer and only allowed access to the designated non-swimmer area.
 - A camper not be able to use the diving boards or slides at the outdoor or indoor pool (we do not use diving boards at the DCRC location).
 - **Please contact your Camp Supervisor to inform them of your request.**

FIELD TRIP PROCEDURES

Wyandot Camp

- Hopewell Elementary site will take field trips on Tuesday's, Wyandot Elementary site will take field trips on Wednesdays, unless otherwise noted on the schedule below.
- Wyandot Next will take field trips on Thursdays, unless otherwise noted.
- 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 Schoolbuses.
- Children must wear their designated green camp T-shirt on each scheduled field trip, so we can easily identify each of our Wyandot Campers.



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- 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	Wyandot Elementary
Columbus Zoo	Wednesday, June 5 th
Columbus Clippers Game	Wednesday, June 12 th
COSI	Thursday, June 20th
Young's Dairy Farm	Wednesday, June 25 th
LEGOLAND Discovery Center	Wednesday, July 3 rd
Bowling and Movie	Wednesday, July 10 th
Olympics (on-site)	Wednesday, July 17 th
Carnival Games (on-site)	Wednesday, July 24 th

Field Trip	Hopewell Elementary
Columbus Zoo	Tuesday, June 4 th
Columbus Clippers Game	Wednesday, June 12th
COSI	Tuesday, June 18 th
Young's Dairy Farm	Tuesday, June 25 th
LEGOLAND Discovery Center	Tuesday, July 2 nd
Bowling and Movie	Tuesday, July 9 th
Olympics (on-site)	Tuesday, July 16 th
Carnival Games (on-site)	Tuesday, July 23 rd

Wyandot Next Field Trips

Field Trip	Dates
Columbus Zoo	Thursday, June 6 th
COSI	Thursday, June 13 th
Land of Illusion	Thursday, June 20 th
Zip Zone	Thursday, June 27 th
Marmon Farms	Tuesday, July 2nd
Ninja Citi	Thursday, July 11 th
Coliseum X	Thursday, July 18 th
The Wilds	Thursday, July 25 th

Teen Adventure Camp Field Trip Highlights

WEEK 1	Mansfield Reformatory
WEEK 2	The Wilds
WEEK 3	Otherworld
WEEK 4	King's Island
WEEK 5	Ohio Cavern
WEEK 6	Land of Illusion
WEEK 7	Zoombezi Bay
WEEK 8	Zip Zone

Selection of Field Trips

Wyandot Camp and Teen Camps attend various field trip locations each summer camp season. **These are subject to change based off availability and inclement weather conditions.** 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 our camps offer 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 2024 Summer Camp Season, Preschool, Youth and Teen Camps will utilize a social media platform, called Waldo. Waldo will act as our social media platform where parent/guardians 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](https://waldo.photos/galleries) 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 Parent/Guardian

Beginning the **week of June 10, 2024** we will launch Waldo Galleries for all camps. On this date, all parent/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/guardian 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 parent/guardians may not be interested in facial-recognition delivery of photos to their phone — and we totally respect that! Parent/guardians 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 to 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).
 - **Current Customers:** If you are a current member, past member or have taken DCRC classes in the past 4 years, you are in our database and can register online.
 - **New Customers:** You're just a few steps away from online registration. Create your account using the link above. All new accounts are set up as non-resident by default, but are active immediately. Once you've created your account, proof of residency is needed to make any changes to your residency status. Snap a photo of your driver's license as proof of identification and upload it under My Account, Upload ID/Proof of Residency. If your license does not have your current address listed, you also need to upload a utility bill as proof of residency. Staff will review and approve any residency changes to your household within 1-2 business days. You can also change your residency in person by stopping by the Recreation Center with these items during operating hours. Once an account is created, a user name and password is generated that allows you access to our registration website.
2. Contact a Preschool, Youth & Teen Programming Team member at 614.410.4550 with any questions or concerns about camp.
3. Mark down registration dates on your calendar (see below) and set alarm updates so you do not miss out.
4. Make sure your household account is active and working properly at least two days before



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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.

5. 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 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 Weeks Camp must FIRST enter Wyandot or Camp Kaltenbach 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 Extended Weeks, we recommend you click yes to be added to the wait list. You will not be charged for wait list registration. If and when a spot becomes available, we will contact you to see if you are still interested 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 this information for planning purposes, 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, should 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. 2023 forms are not good for 2024). 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 Mollie Wills at mwills@dublin.oh.us OR 614.410.4573.

Sign-Up Process

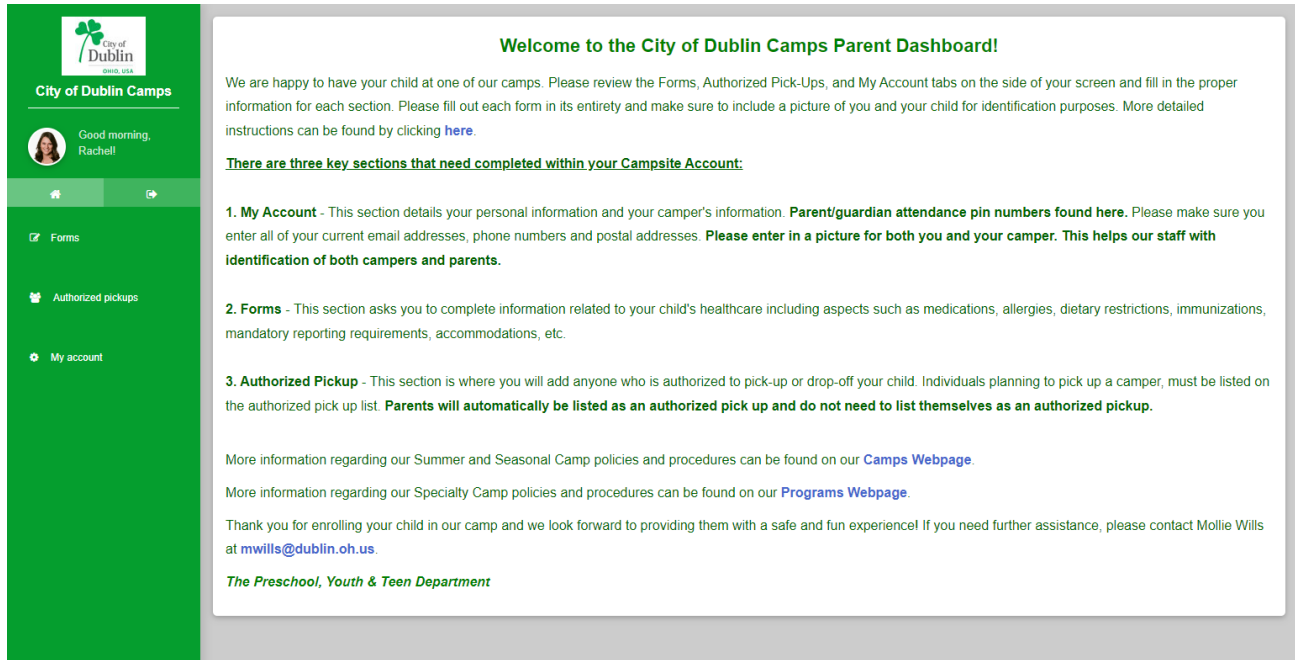
After a patron registers for one of our Camps, their registration information is manually compiled and placed into Campsite. Patrons are contacted in early May regarding the input of current medical, demographic, and authorized pick-up/drop off information. Our patrons who already have an account will 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 17 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 for Completing Forms on Campsite

1. Log-on to: <https://dublinohio.campmanagement.com/campers>
2. Enter your email address and password associated with your account. Your username is the email address you entered to receive your 2024 Health Care Form email. To create a password select "What's my password?" and enter the email address utilized in this communication. A password rest email will be sent by a computer generated account- services@mail.campsite-mail.com (no reply email). Please check your spam folder if you do not receive the email from Campsite, or contact us for additional help.
3. Click "SIGN IN"

4. After signing in, you should see the Parent Dashboard (reference picture below).



Welcome to the City of Dublin Camps Parent Dashboard!

We are happy to have your child at one of our camps. Please review the Forms, Authorized Pick-Ups, and My Account tabs on the side of your screen and fill in the proper information for each section. Please fill out each form in its entirety and make sure to include a picture of you and your child for identification purposes. More detailed instructions can be found by clicking [here](#).

There are three key sections that need completed within your Campsite Account:

- 1. My Account** - This section details your personal information and your camper's information. **Parent/guardian attendance pin numbers found here.** Please make sure you enter all of your current email addresses, phone numbers and postal addresses. **Please enter in a picture for both you and your camper. This helps our staff with identification of both campers and parents.**
- 2. Forms** - This section asks you to complete information related to your child's healthcare including aspects such as medications, allergies, dietary restrictions, immunizations, mandatory reporting requirements, accommodations, etc.
- 3. Authorized Pickup** - This section is where you will add anyone who is authorized to pick-up or drop-off your child. Individuals planning to pick up a camper, must be listed on the authorized pick up list. **Parents will automatically be listed as an authorized pick up and do not need to list themselves as an authorized pickup.**

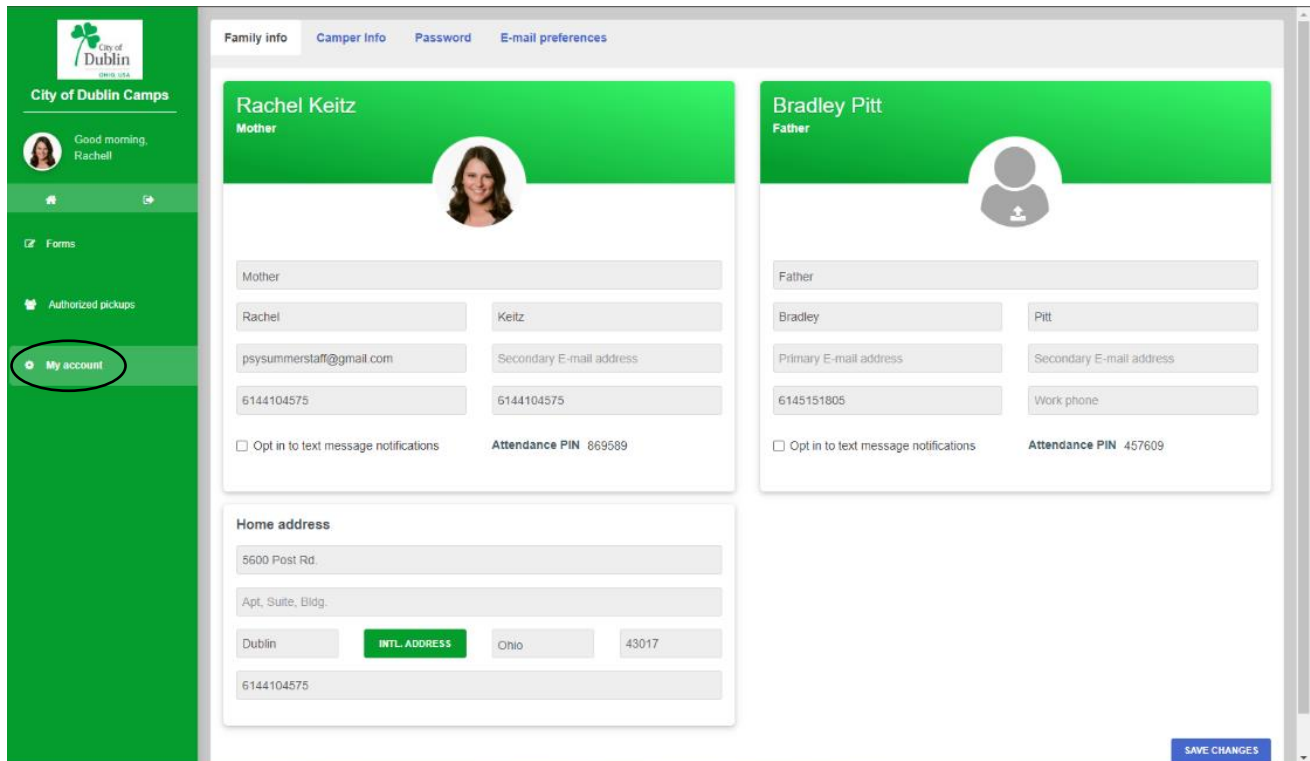
More information regarding our Summer and Seasonal Camp policies and procedures can be found on our [Camps Webpage](#).

More information regarding our Specialty Camp policies and procedures can be found on our [Programs Webpage](#).

Thank you for enrolling your child in our camp and we look forward to providing them with a safe and fun experience! If you need further assistance, please contact Mollie Wills at mwills@dublin.oh.us.

The Preschool, Youth & Teen Department

5. Click on the tab "My Account", located on the left side panel. You will be taken to the screen below.



City of Dublin Camps

Good morning, Rachel

Forms Authorized pickups **My account**

Family info Camper info Password E-mail preferences

Rachel Keitz
Mother

Mother

Rachel Keitz

psysummerstaff@gmail.com Secondary E-mail address

6144104575 6144104575

☐ Opt in to text message notifications Attendance PIN 869589

Bradley Pitt
Father

Father

Bradley Pitt

Primary E-mail address Secondary E-mail address

6145151805 Work phone

☐ Opt in to text message notifications Attendance PIN 457609

Home address

5600 Post Rd.

Apt, Suite, Bldg.

Dublin INTL ADDRESS Ohio 43017

6144104575

SAVE CHANGES



OHIO, USA

6. You will notice some of your information is filled in. This information is populated from our registration system here at the DCRC. Please fill in any missing information or update any incorrect/outdated information. It is very important you add a second parent, if applicable, so they receive an attendance pin too. Additionally, please upload a current photo of yourself.
 - a. For summer camps, we plan to send important camp updates via text (last minute reminders, bus running late, etc.), in addition to our email communication. If you would like to receive text updates, you must select the box to 'Opt in text message notifications'. If you do not opt in, you will not receive text messages from us.
7. Click on "Camper Info", located on the top of the webpage, then the name of your camper. In this example, we selected "Heath Keitz". You will be taken to the page below.
 - a. You will notice some of your camper's information is filled in. Please fill in any missing information or update any incorrect/outdated information (an email address for the camper is not necessary). Please upload a picture of your camper.
8. Click "update" when you are finished.

City of Dublin Camps

Good morning, Rachell

Heath Keitz
Camper Information

First name
Heath

Middle name
Middle name

Last name
Keitz

Preferred Name
Preferred Name

E-mail address
E-mail address

Gender
Male

Date of birth
03-01-2020

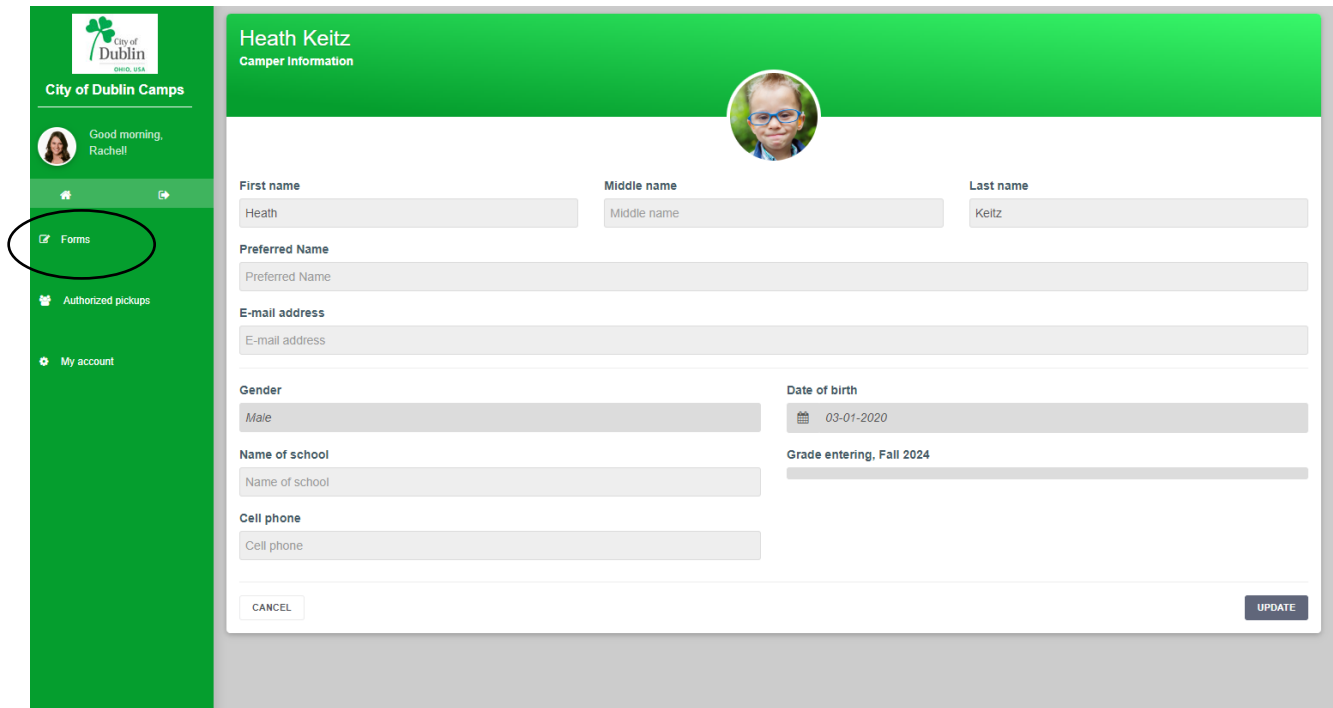
Name of school
Name of school

Grade entering, Fall 2024

Cell phone
Cell phone

CANCEL **UPDATE**

9. When you finish, click on the “forms” tab in the left side panel of your screen.



City of Dublin Camps


Good morning, Rachell

Forms

Authorized pickups

My account

Heath Keitz
Camper Information



First name
Heath

Middle name
Middle name

Last name
Keitz

Preferred Name
Preferred Name

E-mail address
E-mail address

Gender
Male

Date of birth
03-01-2020

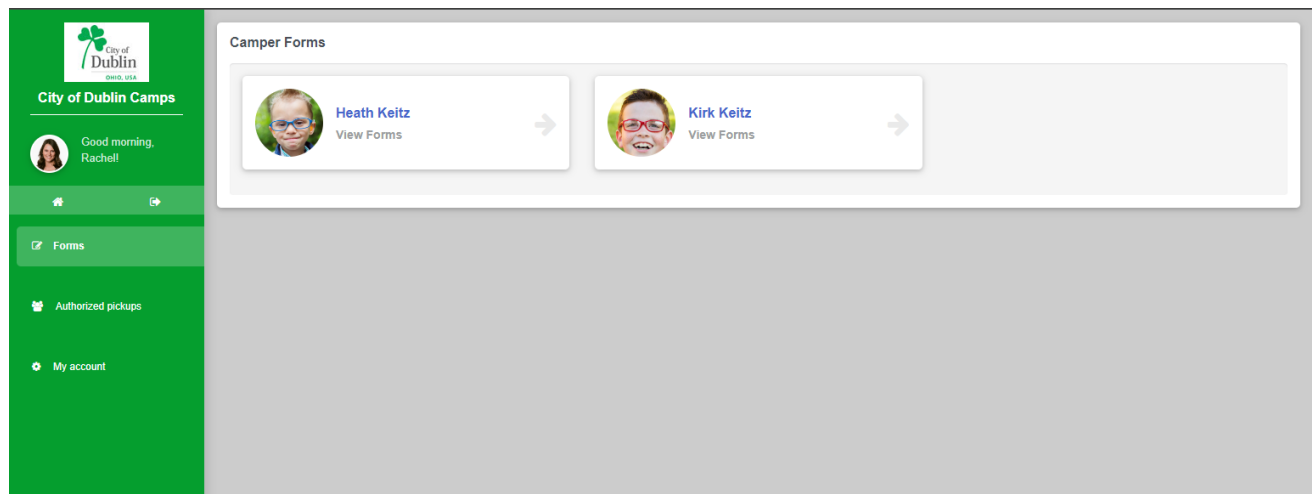
Name of school
Name of school

Grade entering, Fall 2024
Grade entering, Fall 2024

Cell phone
Cell phone

CANCEL UPDATE

10. Click on the name of the child whose forms you want to complete.



City of Dublin Camps


Good morning, Rachell


Forms

Authorized pickups

My account

Camper Forms

 **Heath Keitz**
View Forms

 **Kirk Keitz**
View Forms



OHIO, USA

11. On this page, you will have at least four different Healthcare Forms, which all need completed. Please note: Depending on your camp enrollment, you may have additional forms to complete (T-shirt size, Mandatory Reporting Acknowledgment, etc.)

a. To begin, click on Healthcare Form Part 1.

The screenshot shows the 'City of Dublin Camps' website interface. On the left is a green sidebar with the City of Dublin logo, a greeting 'Good morning, Rachel!', and navigation links for 'Forms', 'Authorized pickups', and 'My account'. The main content area has a green header 'Forms for Heath Keitz' with a child's profile picture. Below this is a section titled 'Camp Forms' with explanatory text and a link to contact Mollie Wills. A table titled 'Medical forms for 2024' lists four required forms, each with a pencil icon and a 'No due date' status. The first form, 'Healthcare Form Part 1 - Basic Info, Allergies & Dietary Needs', is circled in red.

Medical forms for 2024		
	Healthcare Form Part 1 - Basic Info, Allergies & Dietary Needs Required	<input type="radio"/> No due date
	Healthcare Form Part 2 - Medications Required	<input type="radio"/> No due date
	Healthcare Form Part 3 - Emergency Contacts & Health History Required	<input type="radio"/> No due date
	Health Care Form Part 4 - Immunizations Required	<input type="radio"/> No due date

12. Please complete all forms with concise information and make sure to fill in all sections outlined below.

a. Please leave a section blank if it does not apply to your child. (Example: Do not write 'none' in Allergy #1 if your child does not have any allergies.)

13. At the bottom of each page, you need to write your full name in the signature box. Click "Submit Form" when you are finished.

Allergy #1

Name of allergen

Type of allergen

Describe allergy and reaction seen


Dietary Information

Diet Type


Please describe special dietary needs, if any.

Signature (Enter your full name)

14. After you submit your form, you may choose to keep a copy of your records by clicking "Download Form".
15. Click "Return to forms"
16. You will be taken back to the Camp Forms page where you will follow the previous instructions to complete Healthcare Forms 2, 3, 4 and any other forms.
17. When you successfully complete each form, you will see a "checkmark next to (date completed)". **As a note, camp forms need to be updated every year.** All healthcare forms MUST be completed at least 1 week before the start of your camp. To resubmit your form, simply review your information and click "submit form" again for each form.



City of Dublin Camps




Good morning,
Rachell

Forms

Authorized pickups

My account







Forms for Kirk Keitz

Camp Forms


All camp participants must have a current Health Care Form completed BEFORE they are permitted to attend camp. Our Online Health Care Forms, help to provide our staff with important details about your child, and helps us keep your child safe while in our care.

Please complete **all forms** to the best of your knowledge. The information you provide us is mandatory and must be completed online, we do not accept paper copies. Health Care Forms do **not** require a doctor's signature and must be updated annually.


If you have questions regarding any of the forms, please contact Mollie Wills at mwills@dublin.oh.us.

Medical forms for 2024			
	Healthcare Form Part 1 - Basic Info, Allergies & Dietary Needs	DOWNLOAD FORM	<input type="radio"/> No due date ✓ January 4th, 2024
	Healthcare Form Part 2 - Medications	DOWNLOAD FORM	<input type="radio"/> No due date ✓ January 4th, 2024
	Healthcare Form Part 3 - Emergency Contacts & Health History Required		<input type="radio"/> No due date
	Health Care Form Part 4 - Immunizations Required		<input type="radio"/> No due date

18. When you have submitted all forms, please click on the "Authorized pickups" tab on the left side panel



City of Dublin Camps




Good morning,
Rachell

Forms

Authorized pickups

My account







Forms for Kirk Keitz

Camp Forms

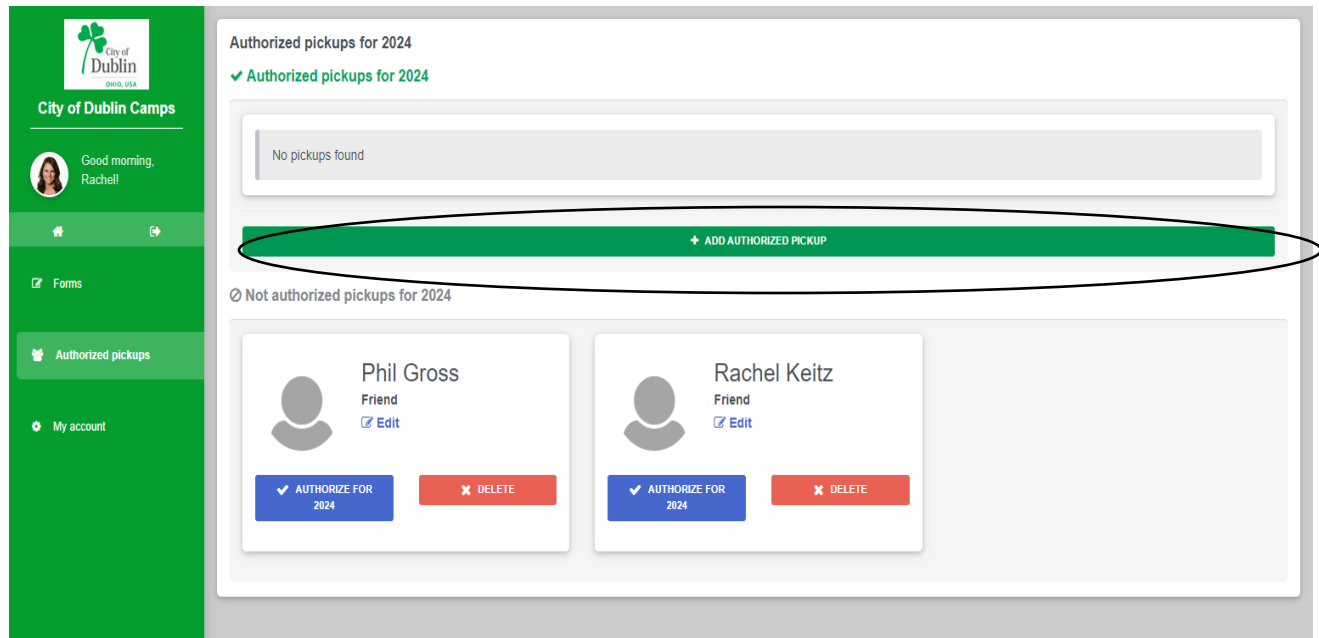
All camp participants must have a current Health Care Form completed BEFORE they are permitted to attend camp. Our Online Health Care Forms, help to provide our staff with important details about your child, and helps us keep your child safe while in our care.

Please complete **all forms** to the best of your knowledge. The information you provide us is mandatory and must be completed online, we do not accept paper copies. Health Care Forms do **not** require a doctor's signature and must be updated annually.

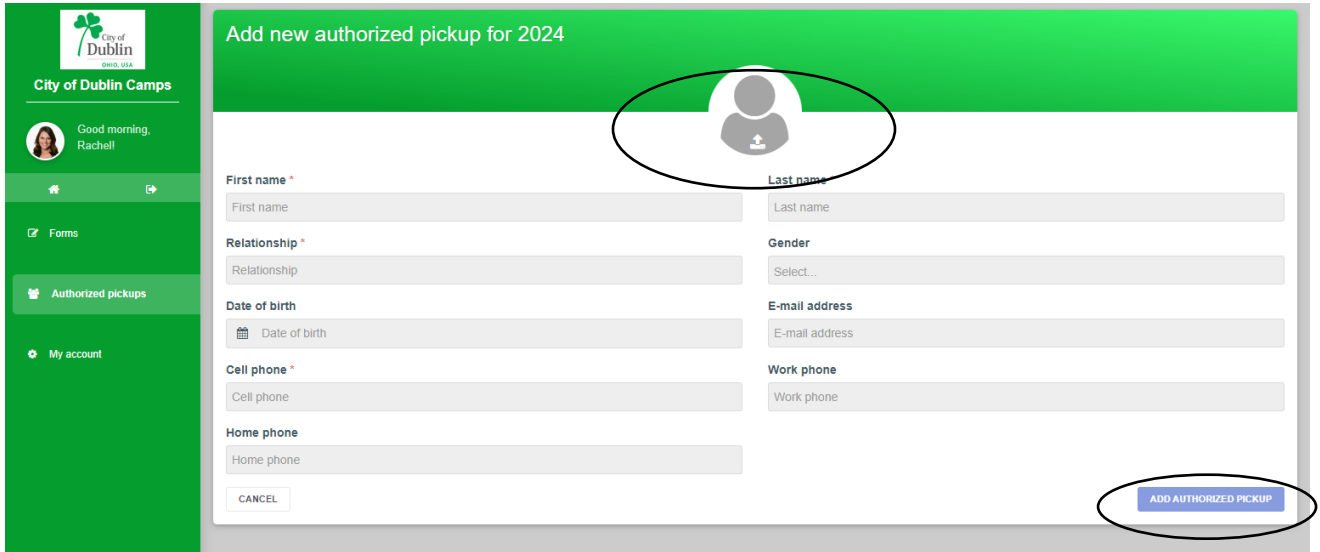
If you have questions regarding any of the forms, please contact Mollie Wills at mwills@dublin.oh.us.

Medical forms for 2024			
	Healthcare Form Part 1 - Basic Info, Allergies & Dietary Needs	DOWNLOAD FORM	<input type="radio"/> No due date ✓ January 4th, 2024
	Healthcare Form Part 2 - Medications	DOWNLOAD FORM	<input type="radio"/> No due date ✓ January 4th, 2024
	Healthcare Form Part 3 - Emergency Contacts & Health History Required		<input type="radio"/> No due date
	Health Care Form Part 4 - Immunizations Required		<input type="radio"/> No due date

19. 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 automatically become an authorized pickup when added as a parent in the "My account" section.** Attendance pins are used to sign campers in and out of camp.
20. To add an authorized pickup, please click on "+Add Authorized pickup".



21. You will be taken to the page below. Please fill in the information requested. Questions required have a red *. 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 available. The City of Dublin Recreation Services team reserves the right to check identification if staff deem necessary.
22. After you have completed all of the necessary information, click "Add Authorized pickup" in the bottom right hand corner.



City of Dublin
OHIO, USA

City of Dublin Camps

Good morning, Rachell

Forms

Authorized pickups

My account

Add new authorized pickup for 2024

First name *

Last name *

Relationship *

Gender

Date of birth

E-mail address

Cell phone *

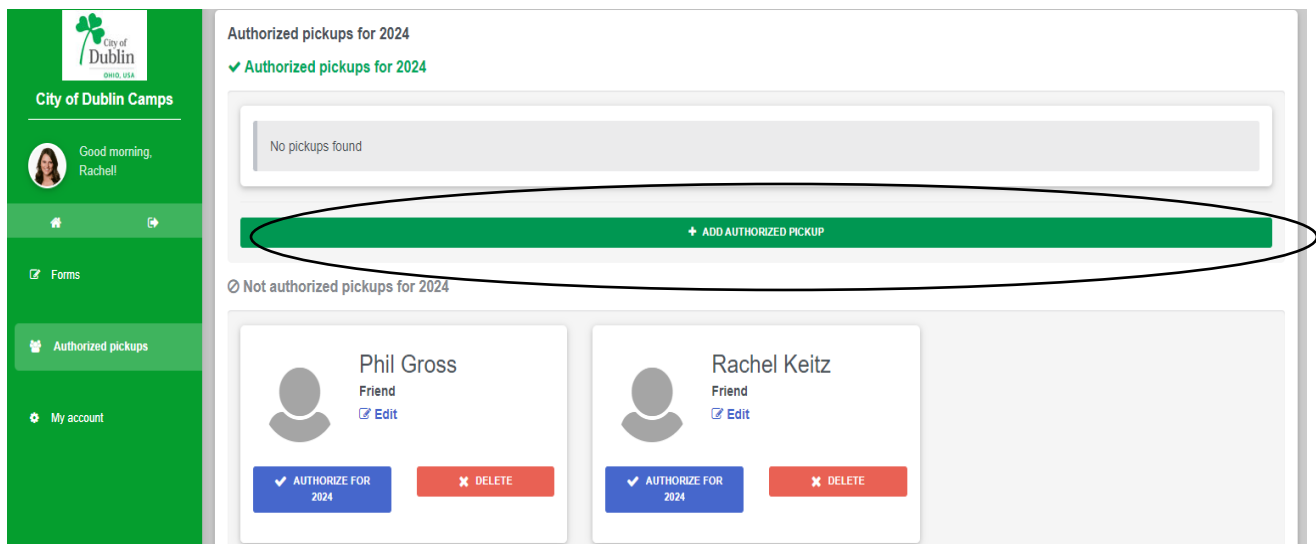
Work phone

Home phone

CANCEL

ADD AUTHORIZED PICKUP

23. If utilizing a previous years authorized pick up, **you must select "Authorize for 2024"** for each individual in order for them to pick-up or drop-off your child.
24. 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 in a timely manner.



City of Dublin
OHIO, USA

City of Dublin Camps

Good morning, Rachell

Forms

Authorized pickups

My account

Authorized pickups for 2024

✓ Authorized pickups for 2024

No pickups found

+ ADD AUTHORIZED PICKUP

Not authorized pickups for 2024

Phil Gross
Friend
Edit

✓ AUTHORIZE FOR 2024

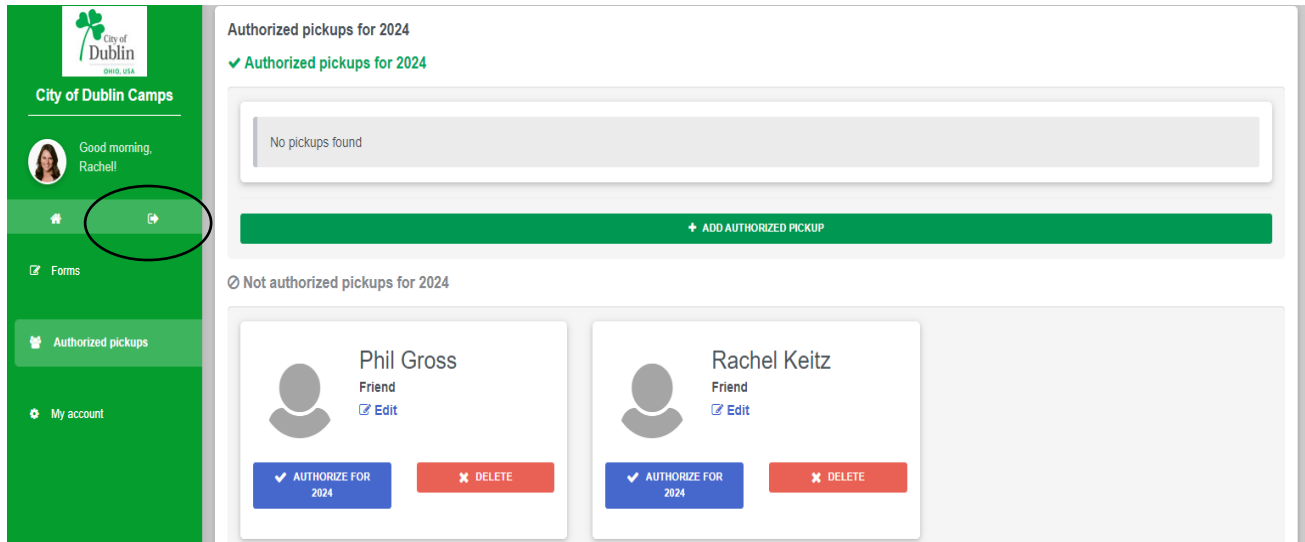
✗ DELETE

Rachel Keitz
Friend
Edit

✓ AUTHORIZE FOR 2024

✗ DELETE

25. Once you finish entering your authorized pickups, you can review your information or click "Log out" on the left side panel of your screen.



City of Dublin Camps

Good morning, Rachel!

Forms

Authorized pickups

My account

Authorized pickups for 2024

✓ Authorized pickups for 2024

No pickups found

+ ADD AUTHORIZED PICKUP

Not authorized pickups for 2024

Phil Gross
Friend
[Edit](#)

✓ AUTHORIZE FOR 2024

✗ DELETE

Rachel Keitz
Friend
[Edit](#)

✓ AUTHORIZE FOR 2024

✗ DELETE

For specific questions about Preschool, Youth & Teen Camps, please contact:

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ebaker@dublin.oh.us

614.410.4557

Meaghan Campbell

Adaptive Coordinator

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614.410.4574

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Recreation Program Supervisor

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Mollie Wills

Program Specialist

mwills@dublin.oh.us

614.410.4573