

2026

Specialty Camp Parent Handbook

Preschool, Youth & Teen Department



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Welcome!

Welcome to the City of Dublin Recreation Services Specialty Camps! The department is excited to offer a variety of Specialty Camps designed to cater to different interests and skill levels. This handbook provides important information about camp policies and procedures, helping parents and guardians prepare for the camp experience. Parents and guardians are encouraged to review the guidelines to ensure a smooth and enjoyable experience for their children.

What is a Specialty Camp?

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

Registration Guide: Key Information to Review Before Signing Up

This section covers everything parents/guardians need to know about the registration process and key camp policies to ensure a smooth experience. Please review the details to be fully prepared before registering a child for camp. Make sure to review the cancellation policy at the end of the handbook.

How to Register?

Registration for our camps is done online through our [registration website](#). To register for programs, parents/guardians must first create an online [Household Account](#). Once the account is set up, registrations can be completed through the registration website. The following steps outline the registration process:

1. **Visit the [registration website](#).**
2. **Select the desired activity.** To access additional information for each camp, including what to wear, what to bring, health care form requirements and more, click on "**ITEM DETAILS**" next to the camp offering on the registration page.
3. **Add the activity to the cart** by clicking the "Add to My Cart" button.
4. **Sign in** to the online account using the Username and Password and proceed to the checkout to complete the registration.

Current Customers: If you are a current member, past member or have taken DCRC classes in the past 5 years, you are in our database and can register online.

New Customers: You are 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 have 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 review and approve any residency changes to your household within **1-2 business days**.

You may also verify your residency in person by stopping by the Recreation Center with the requested items during operating hours. Once an account is created, a username and password is generated that allows you access to our registration website.

Registration Policy

Registration for all Preschool, Youth and Teen Specialty Camps closes seven days before the camp's first day. This deadline ensures sufficient time for logistics and communication with families and instructors. Registration requests made after the deadline are not guaranteed, even if enrollment spots appear available online.

Seeing "UNAVAILABLE" when you try to register?

When a program is listed as "unavailable," it means the registration period has either closed or has not yet opened. To view the registration details and dates, click the "unavailable" button.

Once the registration period opens, the camp status updates from "unavailable" to "available," allowing parents/guardians to add the camp to their cart and complete registration. If the camp is listed as "unavailable" and indicates the registration period has closed, registration is no longer possible.

Waitlist Process

If a program reaches its maximum enrollment capacity before the standard seven-day registration closure window, registration will close early once the program is deemed full. When a program is full, families are encouraged to join the waitlist, as spaces may become available if participants withdraw or if additional sessions are added.

Waitlisted participants are contacted via email in the order of their waitlist position as spaces open. No communication from Recreation Services indicates that no openings are currently available. Email communications are delivered to the email address(es) associated with the Primary Guardian on the household account, as well as the email provided at the time of registration (if applicable).

Placement on a waitlist does *not* guarantee enrollment. The maximum enrollment number is based on factors such as staff-to-participant ratios, available space and necessary materials for the program.

Participant Age Ranges and Camp Eligibility

Camps are organized by specific age groups to ensure all campers receive a developmentally appropriate experience. The following guidelines apply:

Age Requirements for Camp Registration:

- Camp registration is automatically restricted to participants who meet the age requirements by the first day of camp.
- For example, a camp for children ages 4-6 only accepts registrations for children between the ages of 4.00 and 6.99 years at the time of camp.
- Children who are 3 years old at the time of registration and turn 4 after the first day of camp are not eligible for registration.

- Children who are 3 years old at the time of registration and turn 4 on or before the first day of camp are eligible for registration.

Age Group Designations:

- Camps are designed to meet the developmental needs of children within specific age ranges. For instance, a camp for children ages 8-12 is intended for children in grades 3 through 6, while a camp for ages 6-12 includes children in grades 1 through 6. This age grouping ensures the curriculum is appropriate for each child's developmental stage.

Age-Appropriate Learning:

To support each camper's growth, during a camp, participants may be further grouped by age and/or skill level. This allows instructors to offer guidance and challenges that match each child's abilities, helping every camper build confidence and succeed. We are not able to accept requests for campers to be placed in the same group as a specific friend OR family member ("buddy").

By following these age-related guidelines, the department aims to provide a fun, safe and meaningful camp experience for all participants, tailored to their specific age group.

Camp Session Supervision & Pick-Up Policy

Camps operate during specific hours, and it is the responsibility of parents/guardians to drop off and pick up campers on time. Early drop-offs and late pick-ups cannot be accommodated. Late pickups will incur a fee, as outlined in our late fee policy. To review the full policy, see section – *Camp Hours & Late Pick-Up Fees* (pg. 14 – 15).

No childcare is provided between camp sessions. If your child is registered for more than one camp on the same day, an authorized pick-up person (as listed on your child's Health Care Form) must sign them out at the end of the first session and sign them into the next session at its location.

Example: If your child is enrolled in Camp A (9:00 AM–12:00 PM) and Camp B (1:00 PM–4:00 PM), they must be picked up at 12:00 PM and signed into Camp B at 1:00 PM by an authorized adult.

Camp Staff are not authorized to supervise campers outside of program hours, nor can they act as an authorized pick-up person.

Special Accommodation Requests

Recreation Services promotes an inclusive policy for all our programs. To discuss program options to best suit your child's needs or interests, please contact **Brittney Hanks, Adaptive Recreation Coordinator** at bhanks@dublin.oh.us.

An accommodation plan could carry over IEP/504 accommodations and must be completed prior to the start of the program. We encourage families to reach out to us **before registering** to start a conversation about their child's needs and explore which camp setting may be the best fit. Early communication allows us to work together to identify any supports that can help ensure a successful and enjoyable camp experience.

To review the full policy, see section – *Camper Accommodation Policy* (pg. 15 – 17).

Getting Ready for Camp: What Happens After Registration

Once a child is registered for a specialty camp, there are a few important steps to ensure a smooth experience leading up to the first day. The following information outlines the key items and timelines parents/guardians need to know.

Registration Reminder Email

Registered participants receive a reminder email from a member of the Preschool, Youth and Teen Department approximately seven days prior to the start of camp. This email is intended to assist parents/guardians in preparing for the upcoming camp and coordinating schedules as needed.

Comprehensive program information, including what to bring, what to wear, required equipment, drop-off and pick-up procedures, and other important details, is available on the program's Registration Page. To access this information, families should visit the [Registration Page](#), select the specific camp, and click "**Item Details.**" The "Item Details" section contains all essential and camp specific information and always remains accessible on the webpage for reference.

Health Care Forms

Our department uses a software management system called **Campsite** to collect important medical and contact information for all camp participants. This ensures staff have the necessary details to keep your child safe during their time at camp.



In addition to medical information, Campsite is used for sign-in and sign-out procedures and to designate authorized individuals for child drop-off and pick-up.

Participants enrolled in any Preschool, Youth or Teen Camp must have a current (2026) online Health Care Form completed NO LATER THAN SEVEN days prior to the start of your child's camp.

- **New Camp Families:** An online Campsite account is set up in the weeks following registration. Families receive an email from services@mail.campsite-mail.com (no-reply address) with directions and supporting documents to complete the forms.
- **Returning Camp Families:** Log in to your Campsite account to review and update your child's health care form. Forms must reflect a 2026 completion date.

For questions or assistance with Campsite, contact **Trinity Glenn, Program Specialist** at tglennd@dublin.oh.us.

What to Bring and Wear to Camp

To ensure a safe and enjoyable experience, parents and guardians should send their child to camp with the following:

- **Water Bottle:** A pre-filled water bottle to keep campers hydrated.
- **Sunscreen:** Apply sunscreen before camp and send extra for reapplication.
- **Insect Repellent:** Apply repellent before camp (if needed) and send extra for reapplication. Recommended for Outdoor Camps.

- **Clothing:** Comfortable, weather-appropriate clothing, which allows for freedom of movement, such as athletic shorts, a T-shirt and closed-toed tennis shoes (avoid sandals, flip-flops or crocs).
- **Equipment:** Most camps provide necessary equipment, but any specific items required are communicated at registration.
- **Nut-Free Snack:** A small, nut-free snack for each day.
- **Lunch:** For camps lasting 4 hours or more, pack a lunch not requiring refrigeration or heating, along with any necessary utensils.
- **Labeling & Organization:** Label all belongings clearly and pack them in a backpack to help keep things organized.

What Not to Bring

The following items should not be brought to camp:

- Personal Sports Equipment
- Animals
- Handheld Video Games
- Music Players
- Phones
- Cameras
- Money
- Trading Cards & Collectibles

The City of Dublin and its staff are *not* responsible for lost or damaged items. Any items brought to camp are the camper's responsibility. If a phone is brought for emergency purposes, it must remain in the child's backpack at all times. Parent/Guardians and campers should understand this policy and accept any risk before sending items to camp.

Strict Prohibition

Alcohol, drugs and weapons are strictly prohibited. Any such items found at camp result in the involvement of the Dublin Police to remove the items and address the individual responsible.

Camp Operations: What to Expect During a Child's Camp Experience

This section provides essential guidelines and procedures to ensure a smooth and safe camp experience for each child. From check-in and check-out protocols and parking guidelines to handling absences and illness, this information helps navigate daily operations and ensures the child's safety, health and enjoyment throughout their time at camp.

Camper Check-In/Check-Out

For the safety and security of all campers, an authorized adult must sign each child in and out of camp daily. Children ages 12 and under may not sign themselves in or out. This policy is strictly enforced with no exceptions.

Sign-In & Sign-Out Requirements:

- Only **adults 18 years or older** who are listed as a **Parent/Guardian** or **Authorized Pick-Up** in your child's **Campsite** (Health Care Portal) account may sign a camper in or out.
- A valid **photo ID** is required at both drop-off and pick-up.

Who Qualifies as an Authorized Pick-Up?

All parents/guardians and any adult (18 years or older) listed in the Authorized Pick-Up section of your child's Campsite account are considered approved to drop off and pick up your camper.

- Parents/guardians are automatically listed as an Authorized Pick-Up and do not need to add themselves.
- If using an Authorized Pick-Up from a previous year, you must select "Authorize for 2026" for each individual in order for them to be approved for the current camp season.
- Camp staff may not be listed as Authorized Pick-Ups or Emergency Contacts.
- We strongly recommend listing multiple Authorized Pick-Ups to help avoid late fees in the event of an emergency or delay.

How to Add an Authorized Pick-Up:

Authorized Pick-Ups must be added through your child's **Campsite account**.

1. Log into your Campsite account.
2. Select the Authorized Pick-Ups tab.
3. Enter the individual's full name and contact information.

Once added, the individual will receive a text message from Campsite that includes:

- Confirmation they have been added as an Authorized Pick-Up (including a unique pin code)

Please instruct them to save this message.

Important: Adding an Authorized Pick-Up After the Health Care Form Deadline (seven-days prior to the start of your child's camp)

Health Care Forms — including finalized Authorized Pick-Up lists — are printed, reviewed and distributed to camp staff seven days prior to the start of camp. Any Authorized Pick-Ups added after this deadline will not appear on the printed documents provided to staff.

Because staff will not have record of newly added individuals, additional verification is required to ensure the safe release of every camper.

If an Authorized Pick-Up is added after the seven-day deadline, they must present:

1. The Campsite text message confirming their authorization (with PIN code).

The text message reads: *"You have been designated as an Authorized Pick-Up for [Your Family Name] at the City of Dublin Camps. Your PIN Code is XXXXXX."*

2. A valid photo ID

If the individual does not have the text message, camp staff will contact the parent/guardian directly for verification. Campers will not be released until authorization is confirmed.

Emergency Pick-Up Protocol

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. This may include situations such as suspected abuse or when a parent/guardian shows signs of extreme illness or intoxication, etc.

Campers in Outside Activities

If a child is enrolled in an outside activity (e.g., swim team, tutoring), an authorized pick-up must sign the child out of camp. If the child returns the same day, they must be signed back in. Camp staff cannot assist with transportation or logistics for activities outside of camp, as staff-to camper ratios must be maintained.

See *Camp Session Supervision & Pick-Up Policy* (pg. 5) and *Camp Hours & Late Pick-Up Fees* (pg. 14 – 15).

Parking During Drop-Off and Pick-Up

For safety, parents/guardians should adhere to posted speed limits and parking signs at camp locations during drop-off and pick-up. All families are asked to park in a designated parking spot rather than pulling up to the curb or parking in a fire lane. This is a safety precaution for all parties. Parking in the fire lane causes traffic backups, reduces walking space for pedestrians and limits access for emergency vehicles.

Participant Absences

Make-up classes are not provided for participants who miss a scheduled program or camp date. Refunds, credits or transfers are not issued for absences due to illness, lice, behavioral issues, unforeseen emergencies or personal schedule conflicts. **Parents do not need to notify the DCRC of a participant's absence.** No individual accommodations are permitted.

Healthy Kids

Children showing signs or symptoms of illness should not attend camp. Symptoms of seasonal flu include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A child may return to camp once they have been fever-free for 24 hours without the use of fever-reducing medications. If a child becomes ill or vomits during camp, they must be picked up immediately and removed from the group. Refunds are not available due to illness. To review the full policy, see section – *Control of Communicable Diseases and Pests* (pg.12 – 13)

General Camp Policies & Procedures

This section outlines essential guidelines and expectations for campers, parents and guardians. From the Camper Code of Conduct to emergency procedures, communication policies and more, these policies are designed to keep all campers safe, happy and engaged. Familiarizing yourself with these policies helps create a smooth and positive camp experience for all participants.

Camper Expectations

Camper expectations are set to ensure a safe and enjoyable camp experience. While each specialty camp may have its own specific rules, the following general guidelines apply across all camps:

General Camp Rules:

1. Listen and follow directions
2. Keep hands and feet to oneself
3. Stay within staff'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 (Review with Child)

To ensure a positive camp experience for all, campers must demonstrate respect for themselves and others. Parents/guardians should review the following rules with their child before their first day:

As a City of Dublin Summer Camp participant, I agree to:

1. Treat others with respect and not engage in bullying.
2. Respect others' property.
3. Not bring harmful objects to camp.
4. Keep my hands to myself and avoid inappropriate contact.
5. Follow instructions from camp staff and volunteers.
6. Stay with my group or in my assigned play area.
7. Play fairly and demonstrate sportsmanship.
8. Be honest with myself and others.
9. Wear appropriate clothing and closed-toe shoes.
10. Respect camp facilities, equipment and outdoor areas.

I understand failure to follow these rules will result in parent/guardian notification. Repeated or serious violations may lead to disciplinary action or removal from the camp.

Parent/Guardian Code of Conduct

Parents/guardians and camp participants are required to thoroughly read and abide by the Parent/Guardian & Camper Code of Conduct. The Parent/Guardian Code of Conduct establishes clear guidelines for parents/guardians regarding interactions with campers (other than their own), other parents/guardians and camp staff. The Parent/Guardian Code of Conduct outlines the expectations for parents/guardians, and they are asked to familiarize themselves with the following guidelines:

1. Parents/guardians must read and be responsible for all sections of the Parent/Guardian Handbook (located on the City of Dublin's Website) and submit the required online Health Care Form.
2. Parents/guardians must read and be responsible for the contents of all camp related communications (emails, texts, etc.)
3. Parents/guardians must refrain from touching or physically contacting any child in the camp program other than their own.
4. Parents/guardians are not permitted to verbally insult, harass, or interrogate any child, parent/guardian or staff in the camp program.

5. Parents/guardians should always approach a staff member when they have concerns regarding another camper's behavior and/or interactions at camp.
6. In the event a camper needs picked up for emergency illness, or behavioral reasons, it is up to the parent, once contacted, to arrange for pick-up of the camper in a timely manner.
 - a. If a parent/guardian or other authorized individual listed on the camper's Authorized Pick-Up list does not pick-up the camper within 45 minutes of the initial contact, this will be treated as a "late pick-up" and late fees will be charged accordingly.
 - b. If additional staff support and/or resources are used, due to late pick-up, additional charges may apply to cover the extra costs.
7. Confidentiality is important to the safety of campers and their families. Camp Staff are diligent in keeping personal records confidential. Other campers noted in any communication to you will not be identified by name, even if the other camper is a sibling. We ask that you respect the confidentiality of other campers and their families.

Failure to abide by any of the guidelines listed above results in a meeting with the Recreation Coordinator and/or Recreation Supervisor and possible removal from the camp (for either the parent/guardian and/or camper). If the camper is suspended or expelled from camp, it will be without refund and may affect the ability for the camper to participate in City of Dublin camps and programs in the future.

Parent Attendance & Access to Camp

With the child's best interest in mind and to provide the best learning environment, all parents/guardians and small children are asked to refrain from entering the teaching area during camp. This policy helps eliminate interruptions between the instructor and participants. It is believed to be most beneficial for children to have time alone to interact with their peers.

If additional parental or provider care is needed for a camper, parents/guardians are kindly asked to provide advance notice through the Accommodation Request process (see pg. 15 – 17). The camp staff is happy to provide support and ensure access to camps if needed.

Contacting a Parent/Guardian for Medical Concerns

Camp staff are expected to call a camper's parent/guardian for any medical situation requiring treatment other than basic first-aid (e.g., flushing minor scrapes and cuts with water, cleaning minor scrapes and cuts with alcohol swabs, applying Band-Aids, distributing and assisting with the application of cold packs, or distributing medications as indicated on the Health Care Form). Parents/guardians can decide at this time whether to pick up their child and seek medical care of their choice or request the camp staff call 911 for treatment. *In cases of immediate, traumatic or life-threatening conditions (e.g., severe bleeding, unconsciousness, broken bones), Camp Staff call 911 first before contacting parents/guardians.*

Emergency Procedures

All Camp Staff are responsible for responding to emergencies. The general principles governing all emergency situations are as follows:

1. Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
2. Perform the simplest action consistent with good care.
3. Address the most critical conditions first – maintaining an open airway, controlling severe bleeding, and preventing shock.

4. Engage campers not involved in the emergency in low-impact activities until the emergency has passed or a debriefing occurs (with assigned mental health care professionals if necessary).
5. If 911 is called, the staff member who made the call should immediately inform the Recreation Supervisor responsible for Preschool, Youth & Teen camps (or continue up the organizational chart) to notify the Division of Recreation Services about the accident/incident. All further communication with parents/guardians and the media is handled by the Recreation Services Department, Preschool, Youth & Teen Team, or administration.

Medications At Camp

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

- Parents/guardians must check in and out all medications daily with the camp instructor at the camp location. In addition, parents/guardians are required to complete an on-site **Medication Form** each day when checking in or out medication with the instructor.
 - Camp Staff document the date, time and dosage of medication given; and update the Medication Form and return all medications to the parent/guardian at the end of each camp day.
- Medications must be in their original packaging or bottle, clearly identifying the prescribing physician (for prescription drugs), medication name, dosage and frequency of use.
- Camps do not accept or dispense any medications not in their original packaging.

Unapproved or Misplaced Medications

Medications not listed on the Healthcare Form, not in original packaging or not submitted to Camp Staff are stored in a lock box until a parent/guardian retrieves them. These medications are not dispensed to campers. If the medication is essential, parents/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate and then sign their camper back into camp.

First Aid Kits

First aid kits are provided for each camp. Basic First Aid Kit Contents:

- | | |
|---------------------------------|-------------------------|
| • Absorbent cotton/gauze pads | • Scissors/Tweezers |
| • Antiseptic wipes | • Sealable plastic bags |
| • Adhesive bandages (assorted) | • Disposable gloves |
| • Elastic bandage/ medical tape | • Instant cold pack |
| • Bee sting ointment | • Note pad/pencil |

Control of Communicable Diseases and Pests

If a camper shows signs of illness, has been diagnosed with a communicable disease, or is still contagious, the Camp Instructor has the authority to exclude or isolate the camper until they can be picked up. Campers with the following symptoms must be sent home and stay home until they are symptom-free for 24 hours without medication. More severe illnesses may have longer re-admission criteria and require a physician note to return to camp.

- | | |
|-------------------------------|--|
| • Fever 100 degrees or higher | • Purulent (pus) eye discharge, pain or swelling |
| • Vomiting | • Evidence of lice, scabies or other parasitic infections. Campers with lice must receive treatment. |
| • Diarrhea | |
| • Difficulty breathing | |
| • Severe cough | |

- 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

After treatment, parents/guardians should submit documentation to the Preschool, Youth and Teen Department (e.g., treatment certificate, pediatrician note) before allowing their camper to return. Treatment of the home environment is also highly recommended. Campers with scabies must be treated and re-checked before returning to camp.

Notify the camp instructor if a camper develops a suspected communicable disease or if anyone in the household has one. Inform us if the household has traveled outside the United States and experienced symptoms before camp starts.

We manage communicable diseases with hand washing, sanitation procedures and post signs about any identified diseases.

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 providing children's programming are required to report questionable bruises or marks, repetitious and obvious to the staff. Likewise, should a child indicate to a staff member 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 inform the Camp Supervisor and Recreation Coordinator, who discuss and evaluate the evidence with the Program Supervisor, Administrator and/or Director. Recreation Services administration then contacts the Dublin Police to investigate and report any claims of abuse.

Sunscreen Application

Parents/guardians are asked to help or encourage their child to apply sunscreen prior to coming to camp, as outdoor activities often occur early in the morning. Camp staff are required to apply or assist in the application of sunscreen (sprays not lotions) for each camp participant (unless the participant's legal guardian has indicated otherwise on the online Health Care Form) at various times throughout the camp day. Based on research and recommendations from the American Cancer Society, camp staff follow strict guidelines for when children should apply sunscreen regularly throughout the day.

Personal Items

The City of Dublin and its staff are not liable for lost or damaged items. Parents/guardians and participants assume responsibility for any items brought to camp. If cell phones are brought for emergency purposes, they must remain in the child's bag at all times. Lost items are turned in to the Dublin Community Recreation Center Welcome Desk and stored in the 'Lost and Found' closet for a short period before being donated.

Camper Communication Policy

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

Inclement Weather (Outdoor Camps)

In the event of severe weather, campers shelter indoors. Activities may continue outdoors during light rain, but if there is lightning or thunder, campers remain indoors for 30 minutes from the last sighting of lightning or the last sound of thunder. If camp is cancelled due to inclement weather, prorated refunds are issued to all registered participants.

Excessive Heat Policy

Camps have many activities that take place outside. When high temperature warnings are issued, activities may be modified. Scheduled events may be substituted with alternative activities.

Staff are trained to recognize the signs and symptoms of heat-related illness and are provided with guidelines for how to prevent it at camp. Our guidelines are based on the heat index, a calculation that combines air temperature and relative humidity to more accurately describe what the temperature "feels like".

Abnormal Air Quality Index (AQI)

During periods of abnormal air quality indexes, camp activities may be modified and/or moved indoors.

Social Media Policy

Photographs and videos may occasionally be taken of camp participants and could be used in publications, websites, or social media for Contract Instructors and/or Recreation Services.

Photography Permissions

Parents/guardians are asked to complete the Photography Policy section of their camper's Health Care Form. If permission is not granted, they should indicate "NO" for photo permission. If permission is granted, they should select "YES." If this section is left blank, it is assumed permission is granted ("YES").

Waldo Photos

The City of Dublin has partnered with Waldo Photos to securely share summer camp memories with families. Our Preschool, Youth, and Teen Departments use Waldo online galleries, which require a "Join Code" (password) for access. These galleries are private, meaning they are only accessible to parents/guardians of children enrolled in the specific camp or program, ensuring the privacy and security of all youth participants.

To view and enjoy these photos, visit the [Waldo Photos Web Gallery](#) and enter the required password.

Parents/guardians receive a "Join Code" and additional information for their child's specific camp via the email address on file. This information is **sent as part of the Completion Survey/Evaluation** for each camp, where parents can also evaluate the camp and view photos.

For further details on Waldo Photos, refer to the [Day Camps Handbook – Social Media Policy](#) (pg. 40), or visit the [Waldo Photos parent information webpage](#).

Camp Hours & Late Pick-Up Fees

Camps operate with specific times, and it is the responsibility of parents/guardians to ensure campers are dropped off at the start time and picked up promptly at the program's end. Parents/guardians should make every effort to pick up their campers before closing time. It is important not to arrive early, as instructors are preparing the camp for the day. Early arrivals will be turned away.

- **Late Pick-Up Fees:** A flat **fee of \$10.00** is 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 is charged. For example: if a child is picked up at 12:15 p.m. (with a 12:00 p.m. program end time), the camper is assessed a flat \$10.00 fee plus an additional \$10.00 for the 10 minutes between 12:05 p.m. and 12:15 p.m., bringing the total to \$20.00.

- **Payment of Late Pick-Up Fees:** All fees should be paid online through a Household Account or by calling the Dublin Community Recreation Center Front Desk at 614.410.4550. Camp participants are not permitted to attend camp until all fees are paid

Low Enrollment Cancellation

Recreation Services reserves the right to cancel any camp or program if enrollment is insufficient. When possible, participants will be transferred to another available session. If no alternatives are available, a full refund will be issued.

Program details—including dates, times, locations and instructors—are subject to change. Recreation Services staff will make every effort to notify registered participants of any changes or cancellations via email. Email communications are delivered to the email address(es) associated with the Primary Guardian on the household account, as well as the email provided at the time of registration (if applicable).

Camp Cancellation Policy

We understand your summer plans can change. The City of Dublin makes firm financial commitments to camp staff, field trips and program supplies for all our camps. Outside of priority registration, all camps canceled before May 15, 2026, are refunded in full minus a \$50.00, non-refundable fee per week per child.

Cancellations made after May 15 do not receive a refund. This policy applies to all camps, including both day camps and specialty camps. **Transfer requests must be made by May 15 to be accepted.**

To cancel and request a refund, a cancellation request form must be submitted to the DCRC Welcome Desk. Refund/cancellation request forms are available through your online household account, under "My Account," as well as at the DCRC Welcome Desk.

Submitting a request does *not* guarantee a refund. All requests are subject to eligibility requirements outlined in the Recreation Services cancellation policies. Day camps, specialty camps and recreation center programs follow separate policies – review your registration receipt for specific details. If approved, refunds will be issued via the original method of payment (credit card or check).

- **Credit Card Payments:** Refunded to the original card used for the transaction. If the card used for the original payment has since been canceled or expired, we are unable to apply the refund to that card, and a refund check is mailed instead.
- **Cash or Check Payments:** Refunded by check mailed to the household address on file.

Please allow 1–2 weeks for credit card refunds and up to 4 weeks for check refunds.

Camper Accommodation Policy

The City of Dublin Recreation Services Division is dedicated to fostering an inclusive environment where children of all abilities can actively and meaningfully participate in our camp programs. In accordance with the Americans with Disabilities Act (ADA), we provide reasonable accommodations to support camper participation, unless such accommodations would fundamentally change the nature of the program or result in an undue burden.

We encourage families to reach out to us **before registering** to start a conversation about their child's needs and explore which camp setting may be the best fit. Early communication allows us to work together to identify any supports that can help ensure a successful and enjoyable camp experience.

Please contact: Brittney Hanks, Adaptive Recreation Coordinator, bhanks@dublin.oh.us.

Together, we will engage in a collaborative discussion to explore whether reasonable accommodations can be provided to support your child's experience at camp. To better understand your child's needs, we may ask you to provide additional information, such as an IEP, 504 Plan, Behavior Intervention Plan (BIP), or other relevant documentation. Any documentation shared will remain confidential.

Please note:

- We review each request individually and make decisions on a case-by-case basis.
- We may not be able to provide the specific accommodation requested, but we will work to identify an effective alternative when possible.
- Accommodation requests are not required to register but must be submitted and finalized before the start of camp, so we can provide adequate support for your child.
- Accommodations are developed based on individualized support and may include modifications such as visual support, schedule adjustments, or quiet/movement breaks.
- We do not provide 1:1 aides or therapeutic/medical care; however, families may provide a support person if approved in advance.
- **All campers, regardless of support needs or diagnosis, are expected to follow the same core behavioral expectations to maintain a safe, respectful group environment.**
- Completing an accommodation request does not guarantee that specific support can be provided.
- If it's determined that our camp programs are not an appropriate fit, we will communicate that clearly and respectfully.

We are committed to working collaboratively with families to help each camper have a safe, supported and meaningful summer experience.

In addition to complying with the ADA, the City of Dublin Recreation Services adheres to all applicable Ohio Revised Code and Administrative Code requirements for child day camps. This includes our nondiscriminatory enrollment practices and maintaining requested policies and records as required by law.

Accommodations: What We Can and Cannot Provide

To help families gain a clearer understanding of the supports we provide, below is an overview of available accommodations, as well as any related limitations:

What We Can Provide:

- **Reasonable accommodations** that support your child's participation, as long as they do not fundamentally alter the camp program or create an undue burden.
 - **Example of a Reasonable Accommodation:** A camper with ADHD has difficulty transitioning between activities. A reasonable accommodation might include visual schedules, verbal reminders, and short breaks in a quiet space when needed.
 - **Example of an Undue Burden:** A camper requires full-time, one-to-one support from a trained paraprofessional to safely participate in the camp day. It would be an undue burden for the camp to provide and fund that support. However, families may provide their own trained aide (pending background check and program approval), which may be a reasonable alternative.

- **Collaborative planning** with our Adaptive Recreation Coordinator to review your child’s needs and determine potential supports.
- **Flexible strategies**, such as visual schedules, fidget toys, designated quiet spaces, movement breaks or modified instructions.
- **Use of existing support plans**, such as IEPs or 504s, as reference points to guide reasonable accommodations (note: our camps are not required to implement these plans in full).
- **Consistent behavioral expectations** applied with empathy, understanding and support.
- **Compassionate, trained staff** who care deeply about creating an inclusive and safe environment.

What We Cannot Provide:

- **One-to-one aides or paraprofessionals.** While our staff-to-camper ratios are low, we are not staffed to provide dedicated 1:1 support unless you are able to provide a trained aide at your own expense (must be pre-approved and meet all requirements).
- **Medical or therapeutic care.** Our staff are not licensed medical or mental health professionals and cannot administer treatments beyond basic first aid or dispensing medication approved by the caregiver.
- **Full implementation of school-based IEPs or 504 Plans.** These documents help us understand your child’s needs, but camp is not legally required to follow them in the same way a public school would.
- **Guaranteed placement for every child.** While we strive to be inclusive, not all camp environments are the right fit for every child. We will work with you to explore other options if needed.
- **Behavioral accommodations that compromise safety or supervision.** All campers, regardless of disability status, are expected to safely participate in the group setting and follow core camp behavior expectations with appropriate support.

How Families Can Support the Process of Requesting Accommodations

To help us provide the best possible support for your child, we rely on open and timely communication from parents. The more we know in advance, the better prepared our team can be to set up a positive and successful experience for your camper. Here’s how families can help:

- Contact us early to begin the accommodation process, **ideally before camp registration.**
- Provide complete, accurate information about your child’s support needs, including relevant diagnoses, behavioral considerations, and any current or past strategies that have been helpful.
- Share documentation such as IEPs, 504 Plans, or behavioral intervention plans as early as possible so that our team has time to review, coordinate and develop an individualized support approach.
- Be transparent about any challenges that may affect your child’s participation at camp, including recent life changes or mental health concerns.
- Stay responsive and communicative throughout the process so we can work together to adjust if needed.

We are here to collaborate with you. When families and staff work as a team, we can create a more inclusive and positive camp environment for everyone.

Preschool, Youth & Teen Department – Contact Information

For any questions or additional information, please visit our [Programs Webpage](#) or contact a member of the Preschool, Youth & Teen Department. Our team is here to help ensure a smooth and enjoyable experience for all campers.



Rachel Keitz
Recreation Coordinator
Office: 614.410.4575
Email: rkeitz@dublin.oh.us



Trinity Glenn
Program Specialist
Office: 614.410.4573
Email: tglenn@dublin.oh.us



Phil Gross
Recreation Supervisor
Office: 614.410.4552
Email: pgross@dublin.oh.us

Theater Department – Contact Information

Our Theater Camps operate under the same policies as all Specialty Camps, but run through our Theater Department, the Abbey Theater. These camps provide a unique opportunity for participants to explore the arts in a dedicated theater setting. For any questions or additional information, visit our [Theater Webpage](#) or contact a member of the Theater Department.



Joe Bishara
Theater Recreation Supervisor
Office: 614.410.4554
Email: jbishara@dublin.oh.us



Daniel Rodriguez Hijo
Theater Program Specialist
Office: 614.410.4559
Email: drodriguezhiho@dublin.oh.us

Adaptive Recreation Coordinator – Contact Information

For questions or additional information regarding special accommodation requests or the accommodation process, please contact the Adaptive Recreation Coordinator.



Brittney Hanks
Adaptive Recreation Coordinator
Office: 614.410.4757
Email: bhanks@dublin.oh.us