



# 2026 CAMP PARENT HANDBOOK

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

Our camp goals, policies, and procedures ensure the safety and well-being of all participants and staff. These guidelines, based on America's Promise and The Search Institute's 40 Developmental Assets, enhance our programs and set standards for community-based learning and recreation. We also employ qualified and competent Camp Staff to support and guide each camper to be successful. This document outlines key policies, rules, and guidelines to maintain a safe and nurturing environment for campers and staff.

**For more details, visit:** [www.americaspromise.org](http://www.americaspromise.org) and [www.search-institute.org](http://www.search-institute.org).

### American Camp Association (ACA) Accreditation

The [American Camp Association](#)® announced in 2026 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.

<b>Integrity</b>	We are open and honest. We honor our commitments to the community and each other. Our actions are consistent with what we say.
<b>Respect</b>	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.
<b>Communication</b>	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.
<b>Teamwork</b>	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.
<b>Accountability</b>	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.
<b>Positive Attitude</b>	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.
<b>Dedication to Service</b>	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

- **2026 Summer Camp Season Monday, June 8 – Friday, July 31**
- **Extended Weeks Camp Season Monday, August 3 – Friday, August 14**
- ***No Camp – June 19 or July 3***

## 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; procedures for obtaining meds, and 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. Campers are instructed to stay where they are if they get lost, and they will be found.

## General 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 Healthcare Form
2. Parent/guardians shall read and be responsible for the contents of the weekly camp email and newsletter update you will receive
3. Parent/Guardian shall refrain from touching or physically contacting any camper in the camp program other than their own
4. Parent/Guardian are not permitted to verbally insult, harass, or interrogate any camper, parent/guardian or staff in the camp program. Threatening behavior will not be tolerated. This includes verbal abuse of a camper, addressing others' children with the intent to discipline or correct behavior, speaking to another parent about their camper's behavior, and addressing City of Dublin staff in a confrontational or aggressive manner
5. Parent/Guardian should always approach a staff member when they have a concern 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 Pickup 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 will result in a meeting with the Camp Supervisor, Camps Program Coordinator and/or Recreation Supervisor and possible removal from the camp program (parent/guardian and/or campers). 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.

### Camper Dress Code

Dress your camper in closed-toe shoes, socks, and cool, comfortable clothing (e.g., t-shirts and shorts). Hats, sunglasses, and jackets are recommended as needed. Long hair should be tied back for safety. Avoid sandals, crocs, flip-flops, tank-tops, and clothing with inappropriate language or images. Minimize large jewelry. Send an extra change of clothes for younger campers who might have accidents.

### Outdoor Considerations

Campers spend a lot of time outside with water and shade breaks provided periodically. In extreme weather, activities may move indoors or be modified.

- **Sunscreen:** Apply sunscreen before camp. Camp Staff assist with reapplication as needed (sprays not lotions), following strict guidelines for regular application throughout the day. Label any sunscreen with your camper’s name.
- **Insect Repellent:** Apply repellent before camp (if needed) or send with your camper. Staff can assist with sprays but not lotion-based repellents. Label any repellent with your camper’s name.

### Personal Belongings

Your camper is responsible for their personal belongings while at camp. They will have a designated storage space, and camp staff will assist campers to keep track of their things and collect belongings throughout the day. If items are taken outside, they may be difficult to find. **Please label all belongings with your camper’s name when possible.**

What to Bring	What Not to Bring
<ul style="list-style-type: none"> <li>• Backpack/bag</li> <li>• Lunch</li> <li>• Sunscreen</li> <li>• Closed-toe athletic shoes</li> <li>• Water bottle</li> <li>• Swimsuit/towel</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Sports Equipment</li> <li>• Pets/Animals</li> <li>• Hand Held Video Games</li> <li>• Music Players</li> <li>• Cell Phones/Smart watches</li> <li>• Cameras</li> <li>• Money</li> <li>• Trading Cards &amp; Collectibles</li> </ul>

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.

**Prohibited Items:** Alcohol, drugs, and weapons are strictly forbidden. Any such items will be reported to the Dublin Police.

### Lunches

**Pack a healthy, substantial, nut-free lunch with your camper.** We do not provide refrigerators for camp lunches, so please plan accordingly.

**Keeping Food Cold:** Use lunch boxes with ice packs or freeze drinks to keep food cold

- If special temperature accommodations are needed due to medical reasons, contact us before camp starts
- Lunches should not require heating; microwaves are not available
- Pack utensils if needed; staff cannot provide them

### Camper Communication Policy

Once a camper arrives at camp, all communication between camper 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 camper bring a cell phone or smart watch for emergency purposes only, the item must remain in the camper’s bookbag at all times. If a cell phone or smart watch becomes a distraction, Camp Staff will take it and keep it secured until the end of the day.

### Photo Policy

The City of Dublin Camp Staff takes occasional photos of participants during their time in our camps. These photos may be used for City of Dublin publications, websites, flyers, or brochures. When completing your general liability forms and healthcare forms, in our camp software Campsite, you have an opportunity to opt out of your camper being photographed.

### Camper Group Structure

Campers in full day camps are organized into “color groups” based on their age, then alphabetically by last name. We do not make exception for this placement, as this allows campers to be with a group that is developmentally closest to them. **We are not able to accept requests for campers to be placed in the same group as a specific friend OR family member (“buddy”).** There are a lot of opportunities for all campers to interact together throughout the camp day: swimming, field trips, before/after care, free play, All Camp, etc. even though they are in different color groups for curriculum activities. We reserve the right to make adjustments to color groups, to provide a better experience for all campers.

### Camp Activities

Dublin summer camps train Camp Staff to provide daily programming that promotes a foundation for health and wellness through sports and games, arts and crafts, outdoor education/science/nature, and camp clubs. 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.

<b>Active Play</b>	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
<b>Arts &amp; Crafts</b>	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
<b>Miscellaneous</b>	Carnival games, plays/skits, reading, singing, talent show, water balloons, water play (sprinklers/hoses/baby pools/water guns)
<b>Outdoor/Science</b>	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

Camp Staff are required to submit an online application and attend an interview with a member of our Preschool, Youth and Teen team. Staff are selected based on their ability to provide our campers with a safe, fun and engaging environment for the duration of the camp season.

All **paid 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, Campers, & Infants (annually)
- Completion of staff orientation which focuses on Risk Management, Safety, Behavior Management, Group Management, Child Development, and Industry Best Practices

### **Counselors-in-Training (CITs) – Ages 13–14**

CITs are middle school youth who participate in a leadership development program at camp. They assist with activities, shadow adult staff, and learn how to be role models, but they are not employees and are never responsible for supervising campers. CITs gain valuable experience while contributing positively to the camp environment.

### **Adult Camp Staff – Ages 17+**

Adult staff serve as **Counselors, Assistant Supervisors and Supervisors**. They are responsible for the safety, supervision and well-being of campers. Adult staff meet all employment requirements listed above and are counted in staff-to-camper ratios.

### **Camp Staff/Participant Ratios**

Staff/participant ratios are based on the recommended ratios set by our Recreation Services Department and the American Camp Association. Ratios must be followed during all camps operated by the City of Dublin.

- 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 adult staff with a group of camp participants, unless they are in an area near other groups and can easily access help in the event of an emergency. Camp Staff may never be one-on-one with campers 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 personal vehicles are not used to transport campers. Campers are prohibited from entering a staff member's vehicle for any reason.

**Note:** Only paid adult staff (17+) are included in supervision ratios.

### **Refund 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 cancelled prior to May 15 are refunded in full minus a \$50, non-refundable fee per week per child. **Cancellations made after May 15 do not receive a refund.** Transfer requests must be made by May 15 to be accepted.

**Camp Priority Registration (Camp Kaltenbach and Wyandot Camp) remains the same:** 'By choosing priority registration for the 8-week camp season, 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.*

### **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](mailto: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.

## CAMP DESCRIPTIONS AND PRICING

### Youth Camps

#### 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 5 to Dublin residents. School district resident and non-resident registration begins on March 11. Not available for priority registration.

*No camp June 19, July 3 or July 31*

**Ages:** 4-6

**Times:** 9 a.m. - Noon

**Dates:** June 8 – July 30

**Location:** DCRC, Arts & Crafts

**Fees:** \$130 CR, SDR/NR \$143

SAMPLE MY FIRST CAMP 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

## Discovery Camp

Discovery Camp is the next step in our summer camp experience following My First Camp. This half-day program is designed to spark curiosity, build confidence and encourage independence through play. Campers participate in a variety of age-appropriate activities including games, songs, crafts, and sports, all within a supportive environment that promotes friendship, social growth and individual development. Discovery Camp does not go swimming or take field trips.

Weekly registration opens on March 5 to Dublin residents. School district resident and non-resident registration begins on March 11. Not available for priority registration.

*No camp June 19, July 3, July 31*

**Ages:** 7-9

**Times:** 1 p.m. – 4 p.m.

**Dates:** June 8 – July 30

**Location:** DCRC, Arts & Crafts

**Fees:** \$120 CR, SDR/NR \$132

SAMPLE DISCOVERY CAMP 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/Transition
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 exploration activities in sports, 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 3 to Dublin residents. School district residents and non-resident registration begins on March 11.

*No camp June 19 & July 3*

**Ages:** 5-8

**Times:** 9 a.m. - 5 p.m.

**Dates:** June 8 – July 31

**Location:** Ted Kaltenbach Park, 5985 Cara Road

**Fees:** \$1,634 RES, \$1,797 NR

SAMPLE CAMP KALTENBACH SCHEDULE		
9:00 – 9:15pm	Sign in / Pre-Care (Board Games, Card Games, Coloring)	
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 <b>(MONDAY)</b>	
Noon – 12:45pm	Counselor Led Activity	<b>Pool Time (MONDAY)</b>
12:45 – 1:30pm	Outdoor Education	
1:30 – 2:00pm	Reading Time	
2:00 – 3:00 pm	Special Game/Activity: Skit, Mural, Trivia, Scattategories, Action Auction, etc.	<b>Water Day (FRIDAY)</b>
3:00 – 3:30pm	Snack	
3:30 – 4:00pm	Free Play	
4:00 – 5:00pm	Post-Care	

### **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 3 for Dublin residents and school district residents. Non-resident registration begins on March 11.

*No camp June 19 & July 3*

**Ages:** 6-11

**Times:** 7:30 a.m. – 5:30 p.m.

**Dates:** June 8 – July 31

**Locations:**

Scottish Corners Elementary: 5950 Sells Mill Dr., Dublin, OH 43017

Hopewell Elementary: 4303 Bright Rd., Dublin, OH 43017

**Fees:** \$1,938 CR/SDR, \$2,132 NR

*Sample schedules outlined on the next page.*

<b>SAMPLE WYANDOT CAMP SCHEDULE-FULL DAY</b>				
<b>MONDAY &amp; FRIDAY</b>				
Always follow this FULL Camp Day Schedule prior to field trip and returning from field trip				
9-9:20	<b>CIRCLE TIME/MORNING MEETING: ALL CAMP</b>			
	<b>R O Y</b> Cubs	<b>G B P</b> Cubs	<b>R O Y</b> Wolves	<b>G B P</b> Wolves
9:20-9:25	<b>Transition:</b> Color Group <u>Up</u> (using visual signage), Songs, Chants, Mini Games within color groups			
9:25-10:10	<b>Sports &amp; Games</b>	<b>Outdoor Ed/ Science</b>	<b>Arts &amp; Crafts</b>	<b>Counselor Led Activity</b>
10:10-10:15	<b>Transition:</b> Songs, Chants, Mini Games on the way to next activity			
10:15-11:00	<b>Outdoor Ed/Science</b>	<b>Sports &amp; Games</b>	<b>Counselor Led Activity</b>	<b>Arts &amp; Crafts</b>
11:00-11:25	<b>LUNCH <u>TIME</u>(ANNOUNCEMENTS, RULES, CHECKLIST): ALL CAMP</b>			
11:25-12:00	<b>STRUCTURED <u>PLAY</u></b> (playground, reading, field games, camper's choice): ALL CAMP			
12:00-12:05	<b>Transition:</b> Color Group <u>Up</u> (using visual signage), Songs, Chants, Mini Games within color groups			
12:05-12:50	<b>Counselor Led Activity</b>	<b>Arts &amp; Crafts</b>	<b>Outdoor Ed/ Science</b>	<b>Sports &amp; Games</b>
12:50-12:55	<b>Transition:</b> <u>Color</u> Group <u>Up</u> (using visual signage), Songs, Chants, Mini Games within color groups			
12:55-1:40	<b>Arts &amp; Crafts</b>	<b>Counselor Led Activity</b>	<b>Sports &amp; Games</b>	<b>Outdoor Ed/ Science</b>
1:40-1:45	<b>Transition:</b> Songs/Chants/Mini Games within color groups			
1:45-2:15	<b>CREATION STATION: READING, WRITING, DRAWING</b>			
2:15-3:45	<b>Camp Clubs (Two – <u>45 minute</u> sessions) or All Camp Activity</b>			
3:45-4:00	<b>Closing Ceremony/Songs/Snack Time/Remaining Skits:</b> Highlights, Best Skit, Camp Champ, Comedy, Jokes, Funniest, Best of the Day/Thorn of the Day, etc.			

**SAMPLE WYANDOT CAMP SCHEDULE-SWIM DAY**

**TUESDAY & THURSDAY**

Always follow this FULL Camp Day Schedule prior to field trip and returning from field trip

9-9:20	<b>CIRCLE TIME/MORNING MEETING: ALL CAMP</b>			
	<b>R O Y</b> Younger Campers	<b>G B P</b> Younger Campers	<b>R O Y</b> Older Campers	<b>G B P</b> Older Campers
9:20-9:25	<b>Transition:</b> Color Group <u>Up</u> (using visual signage), Songs, Chants, Mini Games within color groups			
9:25-10:10	<b>Sports &amp; Games</b>	<b>Outdoor Ed</b>	<b>Arts/Crafts</b>	<b>Counselor Led Activity</b>
10:10-10:15	<b>Transition:</b> Songs, Chants, Mini Games on the way to next activity			
10:15-11:00	<b>Outdoor Ed</b>	<b>Sports &amp; Games</b>	<b>Counselor Led</b>	<b>Arts/Crafts</b>
11:00-11:25	<b>LUNCH TIME(ANNOUNCEMENTS, RULES, CHECKLIST): ALL CAMP</b>			
11:25-12:00	<b>Prep for Pool (Leave at 11:40)</b>	<b>STRUCTURED PLAY</b>	<b>Prep for Pool (Leave at 11:40)</b>	<b>STRUCTURED PLAY</b>
12:00 -4:00	12-2 Pool 2-2:20 Travel 2:20-2:35 Change/Snack	12:00-12:40 Arts/Crafts 12:40-12:45 Transition 12:45-1:25 Counselor Led 1:25-1:40 Prep for Pool 1:45-2 Travel	12-2 Pool 2-2:20 Travel 2:20-2:35 Change/Snack	12:00-12:40 Sports & Games 12:40-12:45 Transition 12:45-1:25 Outdoor Ed 1:25-1:40 Prep for Pool 1:45-2 Travel
	2:35-3:15 Counselor Led 3:15-3:20 Transition 3:20-4:00 Arts/Crafts	2-4 Pool 4-4:20 Transition back from pool/Snack	2:35-3:15 Sports & Games 3:15-3:20 Transition 3:20-4:00 Outdoor Ed	2-4 Pool 4-4:20 Transition back from pool/Snack

### **Extended Weeks Camp**

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 in the extended weeks, as enrollment is limited 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. Patrons can choose a preferred location during registration.

Registration opens on March 3 for Dublin residents. Registration opens on March 11 for School district residents and non-residents (if space is available).

**Extended Weeks:** August 3-7, August 10 -14

**Ages:** 5-11

**Time:** 7:30 a.m. to 5:30 p.m.

**Locations:**

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

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

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

**Fees:** \$255 CR, \$281 SDR/NR

### **Wyandot Camp Meal Program**

- We partner with Dublin City Schools 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**
- **Priority all 8 week registration = \$310.84 for all 8 weeks. Roughly \$41 per week and prorated during the holiday weeks.**
  - 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.
- Breakfast is a 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 Aramark (the same as they use during the school year), use no pork products, offer a vegetarian option daily, use whole grains as often as possible, use rBST/rGBH free milk and use low-fat dairy products.
- The program fee includes breakfast and lunch for the day (cannot be purchased separately).
  - Registration for the meal program is **unavailable after 5:00 p.m. on May 22, 2026**
  - If you purchased the meal program for your camper and your camper 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 camper to eat at a later time
  - We cannot provide individualized care for your camper after our lunch period ends
- Dublin City Schools can provide an ingredient list to camp families upon request

*A sample meal menu is outlined on the next page.*



June 2025

## Summer Camp Lunch Menu



### Offered Daily:

A variety of fresh, frozen or canned fruits & vegetables

1% Low-Fat Milk or Fat Free Milk

All Lunches Must Include Choice of: Fruits and/or Vegetable And May Include: 1% or Fat Free Milk

Powering potential.

MON	TUES	WED	THURS	FRI
<sup>2</sup> 1. Chicken Tenders w/ Pretzel Goldfish 2. Pizza Bagel Kit  3. Sunbutter & Jelly Sandwich _____ Sides Fresh Broccoli	<sup>3</sup> 1. French Toast Sticks & Turkey Sausage 2. Apple, Yogurt & Cheese Kit  3. Sunbutter & Jelly Sandwich _____ Sides Baby Carrots	<sup>4</sup> 1. Grilled Cheese 2. Pizza Bagel Kit  3. Sunbutter & Jelly Sandwich _____ Sides Tater Tots	<sup>5</sup> 1. Beef Hot Dog 2. Apple, Yogurt & Cheese Kit  3. Sunbutter & Jelly Sandwich _____ Sides Vegetarian Beans	<sup>6</sup> 1. Cheese Pizza 2. Pepperoni Pizza  3. Sunbutter & Jelly Sandwich _____ Sides Cucumber Slices
<sup>9</sup> 1. Bosco Sticks 2. Turkey & Cheese Sub  3. Sunbutter & Jelly Sandwich _____ Sides Green Beans	<sup>10</sup> 1. Chicken Nuggets w/ Goldfish Crackers 2. Strawberry Yogurt Parfait w/ Scooby Snacks  3. Sunbutter & Jelly Sandwich _____ Sides Fresh Broccoli	<sup>11</sup> 1. Cheeseburger 2. Turkey & Cheese Sub  3. Sunbutter & Jelly Sandwich _____ Sides French Fries	<sup>12</sup> 1. Beef Nachos 2. Strawberry Yogurt Parfait w/ Scooby Snacks  3. Sunbutter & Jelly Sandwich _____ Sides Kickin' Pinto Beans	<sup>13</sup> 1. Cheese Pizza 2. Pepperoni Pizza  3. Sunbutter & Jelly Sandwich _____ Sides Red Pepper Strips
<sup>15</sup> 1. Breaded Chicken Sandwich 2. Muffin, Yogurt & Cheese Kit  3. Sunbutter & Jelly Sandwich _____ Sides Tater Tots	<sup>17</sup> 1. Pizza Crunchers 2. Chicken Ham & Cheese Sub  3. Sunbutter & Jelly Sandwich _____ Sides Baby Carrots	<sup>18</sup> 1. Chicken Corn Dog 2. Muffin, Yogurt & Cheese Kit  3. Sunbutter & Jelly Sandwich _____ Sides Vegetarian Beans	No Summer Camp	
<sup>23</sup> 1. Mini Chicken Corn Dogs 2. Pizza Flatbread Kit  3. Sunbutter & Jelly Sandwich _____ Sides Steamed Carrots	<sup>24</sup> 1. Macaroni & Cheese w/ Dinner Roll 2. Apple, Yogurt & Cheese Kit  3. Sunbutter & Jelly Sandwich _____ Sides Steamed Broccoli	<sup>25</sup> 1. Waffles & Turkey Sausage 2. Pizza Flatbread Kit  3. Sunbutter & Jelly Sandwich _____ Sides Cucumber Slices	<sup>26</sup> 1. Chicken Nuggets w/ Goldfish 2. Apple, Yogurt & Cheese Kit  3. Sunbutter & Jelly Sandwich _____ Sides French Fries	<sup>27</sup> 1. Cheese Pizza 2. Pepperoni Pizza  3. Sunbutter & Jelly Sandwich _____ Sides Garbanzo Beans
<sup>29</sup> 1. Popcorn Chicken w/ Goldfish Pretzels 2. Blueberry Yogurt Parfait w/ Scooby Snacks  3. Sunbutter & Jelly Sandwich _____ Sides Baby Carrots	<b>Please note:</b> June 17 - No lunch at Scottish Corners (included in field trip) June 18 - No lunch at Wyandot (included in field trip)			



Menus are subject to change.

This Institution is an equal opportunity provider.

## 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 5 to Dublin residents and school district residents. Non-resident registration begins on March 11. Not available for priority registration.

*No camp June 19 & July 3*

**Ages:** 11-14

**Times:** 9 a.m. – 4:00 p.m.

**Dates:** June 8 – July 31

**Location:** Karrer Middle School, 7245 Tullymore Dr., Dublin, OH 43016

**Fees:** \$255 CR/SDR, \$281 NR

SAMPLE WYANDOT NEXT CAMP SCHEDULE- FULL DAY			
Always follow this FULL Camp Day Schedule prior to field trip and returning from field trip			
9-9:20	<b>CIRCLE TIME/MORNING MEETING:</b> ALL CAMP		
	<b>R O</b>	<b>Y G</b>	<b>B P</b>
9:20-9:25	<b>Transition:</b> Songs/Chants/Mini Games within color groups		
9:25-10:10	<b>Sports &amp; Games</b>	<b>Outdoor Ed</b>	<b>Arts &amp; Crafts</b>
10:10-10:15	<b>Transition:</b> Songs/Chants/Mini Games within color groups		
10:15-11:00	<b>Arts &amp; Crafts</b>	<b>Sports &amp; Games</b>	<b>Outdoor Ed</b>
11:00-11:25	<b>LUNCH TIME(ANNOUNCEMENTS, RULES, CHECKLIST):</b> ALL CAMP		
11:25-12:00	<b>STRUCTURED PLAY</b> (playground, reading, field games, camper’s choice): ALL CAMP		
12:00-12:05	<b>Transition:</b> Songs/Chants/Mini Games within color groups		
12:05-12:50	<b>Counselor Led Activity</b>	<b>Arts &amp; Crafts</b>	<b>Sports &amp; Games</b>
12:50-12:55	<b>Transition:</b> Songs/Chants/Mini Games within color groups		
12:55-1:40	<b>Outdoor Ed</b>	<b>Counselor Led Activity</b>	<b>Counselor Led Activity</b>
1:40-1:45	<b>Transition:</b> Songs/Chants/Mini Games within color groups		
1:45-2:15	<b>Creation Station</b>		
2:15-3:45	<b>Camp Clubs (Two 45 minute sessions) or an All Camp Activity</b>		
3:45-4:00	<b>Closing Ceremony/Songs/Snack Time/Remaining Skits:</b> Highlights, Best Skit, Camp Champ, Comedy, Jokes, Funniest, Best of the Day/Thorn of the Day, etc.		

### **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, a 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 5 for Dublin residents and school district residents. Registration for non-resident registration opens on March 11. Not available for priority registration.

**Please note:** Field trip schedules are shared one week prior to the start of camp.

*No camp June 19 & July 3*

**Ages:** 11-14

**Times:** 9 a.m. – 4:00 p.m.

**Dates:** June 8 – July 31

**Location:** Karrer Middle School, 7245 Tullymore Dr., Dublin, OH 43016

**Fees:** \$355 CR/SDR, \$391 NR

### **Teen Extended Care**

Extended Care is available for teen campers from 4 to 5 p.m. each day, offering additional time for fun and relaxation after the regular camp day concludes. This service is provided on a weekly basis for campers enrolled in Wyandot Next or Teen Adventure Camp. To participate, advance online registration is required, as daily or drop-in enrollment is not permitted.

Weekly registration opens on March 5 for Dublin residents and school district residents. Registration for non-resident registration opens on March 11. Not available for priority registration.

*No camp June 19 & July 3*

**Ages:** 11-14

**Times:** 4 p.m. – 5 p.m.

**Dates:** June 8 – July 31

**Location:** Karrer Middle School, 7245 Tullymore Dr., Dublin, OH 43016

**Fees:** \$50 CR/SDR, \$60 NR

### **Counselor –In-Training (CIT)**

The Counselor-in-Training (CIT) Program helps teens ages 13–14 develop leadership, communication, and teamwork skills while learning how to work effectively with children at camp and in many other settings. All CIT applicants should be interested in working with children and possess maturity, flexibility, a strong work ethic, and the ability to have fun. While CITs will participate in some camp activities, this is not a traditional camp experience. Much of the day is spent observing counselors, assisting with camper groups, and practicing leadership skills in real time. Participants should expect a more structured, responsibility-focused experience than they would have as a camper.

Registration for the CIT Program begins with an application and interview. Only applicants who are accepted after the interview will be invited to complete program registration and payment. Admittance is through a competitive process including a written application, references, and an interview. A CIT is still technically considered a camper and therefore bound by many of the same rules and restrictions as regular campers.

**Please Note:** CITs must attend required training and then commit to one to two weeks of job shadowing during the summer. This is a training program, not employment, and participants are not paid.

Interview registration opens on March 5 to Dublin residents and school district residents. Interview registration begins on March 11 for non-Residents. Not available for priority registration.

Applicants must complete the interview process and be accepted before registering for the CIT program. Interview details will be emailed after submitting an interview application. No payment is required at the time of interview registration.

**Ages:** 13-14

**Times:** 9 a.m. – 4 p.m.

**Dates:** June 8 – July 31

**Fees:** \$180 CR/SDR, \$198 NR

### Payment Methods/Schedule

- ALL INITIAL FEES ASSOCIATED WITH REGISTRATIONS MUST BE PAID ONLINE
- **Priority registration for Camp Kaltenbach and Wyandot Camps** require 50% payment at the time of registration and the remaining balance on or before **Monday, May 18, 2026 at 5 p.m.**
- **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 camps** requires payment in full at the time of registration
- **Late Fees:** Payments made after the deadline will incur a \$25 late fee. Camp participants will not be allowed to attend until all fees, including the late fee, are paid in full. It is the registrant's responsibility to pay all balances on time. **Delinquent accounts will result in termination of enrollment.**

## GENERAL POLICIES AND PROCEDURES

### Camper Sign-in/Sign-out

For safety reasons, campers must be signed in and out daily by an authorized adult. Campers ages 12 and under cannot sign themselves in or out. **There is no exception to this rule.** Authorized signers must be 18 or older and listed as a parent/guardian or Authorized Pickup on the Campsite Health Care Portal. Camp Staff cannot be listed as authorized pick-ups or emergency contacts for campers.

### Safety Protocol

If Camp Staff suspect a camper is in unsafe conditions with an adult, such as signs of abuse, severe illness, or intoxication, they must act swiftly to ensure the camper's safety. This may involve contacting another Authorized Pickup listed on the camper's form to take custody of the camper or, in more serious cases, notifying the Dublin Police for immediate intervention. Staff must prioritize the camper's well-being by following established protocols to address and report any potential threats to their safety.

### Attendance Pin

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 Eligibility

Campers 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 cannot 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 should use this pin when signing in/out each day. **There is no exception to this rule.**

### Specialized Activities

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

The DCRC and Camp Staff are not responsible for lost items. Check the lost and found area next to the sign-in/out table throughout the week. Claim any missing items by the last day of camp. Unclaimed items will be donated immediately after camp ends. We cannot store or transport left-behind items.

### Absences

No refunds or credits are available for missed camp due to illness, lice, behavioral issues, or emergencies. Camp Staff will not contact parents if a camper is absent. Parents may notify the camp location if their camper will not attend, but it is not required.

### Parking During Drop-Off and Pick-Up

**For Safety:** Follow speed limits and parking signs at drop-off and pick-up. Park in designated spots rather than at the curb or in fire lanes. This helps avoid traffic congestion, pedestrian injuries, and ensures space for emergency vehicles. This policy applies to all camps at the Dublin Community Recreation Center, Ted Kaltenbach Park and school locations.

### Late Pick-Up Fees

- **Fee Structure:** A \$10.00 flat fee applies for pick-ups more than 5 minutes late, plus \$1.00 for each additional minute
- **Example:** a child picked up at 5:45 p.m. at a Wyandot Camp (5:30 p.m. end time) is 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:** Pay late fees online through 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

Camp expectations are posted in each activity space and are verbally reinforced regularly. Camp Staff work to proactively prevent issues and teach campers to recognize and set personal boundaries with each other and with staff.

### BEHAVIOR MANAGEMENT POLICIES

Our behavior management policy aims to provide clear expectations for campers while maintaining a positive environment, reinforcing acceptable behavior and learning as a natural part of a camper's growth and development. The safety and security of our campers and staff is our top priority and we are committed to providing a safe environment for all.

### **Camp Staff Behavior Management Responsibilities:**

- Plan activities with a balance of active, quiet, camper-led, and staff-led elements
- Demonstrate care and fairness, consistently modeling and teaching rules and expectations
- Help campers develop independence and self-regulation skills
- Use developmentally appropriate guidance techniques, including (but not limited to):
  - Calming strategies
  - Redirection
  - Communication with campers and parents/guardians
  - Specific verbal praise for expected behavior

For campers struggling with self-regulation or adjusting to a new routine, we encourage parents/guardians to contact our Adaptive Coordinator before camp to proactively discuss support strategies.

### **Corrective Strategies Implemented by Camp Staff:**

Camp staff employ various strategies based on individual needs, age, behavior history, and the seriousness of the offense:

- Parent Communication: Note, Accident/Incident Report, phone call
- Re-teaching behavioral expectations
- Encouraging positive behavior with praise and rewards
- Creating a Behavioral Contract with the camper and parent/guardian
- Conferences with Camp Supervisor, Camper, and Parent/guardian
- Additional conferences with the Camp Program Coordinator or Adaptive Coordinator
- Removal from Camp

Consistent, habitual, or severe misbehavior may lead to immediate dismissal from camp. If a camper cannot adjust to the camp environment, parents/guardians may need to arrange for alternative care. City of Dublin Camp Staff reserve the right to determine the appropriate action in behavior situations and may bypass steps in this process as necessary to provide a safe environment for all campers.

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.

## 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

## 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"> <li>• Redirection</li> <li>• Re-teach behavioral expectations</li> </ul>
Honesty	Lying	Not telling the truth to adults or peers	<ul style="list-style-type: none"> <li>• Re-teach behavioral expectations</li> </ul>
Responsibility	Leaving things a mess		<ul style="list-style-type: none"> <li>• Redirection</li> <li>• Re-teach behavioral expectations</li> </ul>
Respect for Others	Not listening to directions/instructions	Refusing to comply with requests of adults in authority	<ul style="list-style-type: none"> <li>• Redirection</li> <li>• Re-teach behavioral expectations</li> </ul>
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"> <li>• Redirection</li> <li>• Re-teach behavioral expectations</li> </ul>
Conflict resolution	Name calling/unkind remarks	Using derogatory language or insults	<ul style="list-style-type: none"> <li>• Redirection</li> <li>• Re-teach behavioral expectations</li> </ul>
Conflict resolution	Pushing/shoving	Using any part of the body to forcefully contact another person’s body.	<ul style="list-style-type: none"> <li>• Redirection</li> <li>• Re-teach behavioral expectations</li> </ul>
Equality and Fairness/Teamwork	Refusing to Cooperate with other Campers		<ul style="list-style-type: none"> <li>• Redirection</li> <li>• Re-teach behavioral expectations</li> </ul>
Respect for Others	Inappropriate touching/can’t keep hands to self	Invasion of personal space	<ul style="list-style-type: none"> <li>• Redirection</li> <li>• Re-teach behavioral expectations</li> </ul>

### 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"> <li>• Re-teach behavioral expectations</li> <li>• Create a Behavioral Contract</li> <li>• Conference with Parent/guardian &amp; Camp Staff</li> </ul>
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"> <li>• Re-teach behavioral expectations</li> <li>• Create a Behavioral Contract</li> <li>• Conference with Parent/guardian &amp; Camp Staff</li> <li>• Removal from Camp</li> </ul>
Sense of shared community	Theft	Taking or assisting in taking another person's property without their permission	<ul style="list-style-type: none"> <li>• Re-teach behavioral expectations</li> <li>• Create a Behavioral Contract</li> <li>• Conference with Parent/guardian &amp; Camp Staff</li> </ul>
Respect for Others	Vandalism	Intentional destruction or damage of property	<ul style="list-style-type: none"> <li>• Re-teach behavioral expectations</li> <li>• Conference with Parent/guardian &amp; Camp Staff</li> </ul>
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"> <li>• Re-teach behavioral expectations</li> <li>• Create a Behavioral Contract</li> <li>• Conference with Parent/guardian &amp; Camp Staff</li> </ul>
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"> <li>• Re-teach behavioral expectations</li> <li>• Conference with Parent/guardian &amp; Camp Staff</li> </ul>

### Level 2- Consistent Undesired Behavior

Counselor completes an Incident Report (if one is needed) and Supervisors develop a Behavior Contract that is 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 are 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 camper 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 camper 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 Altercations and Bullying Policy

Bullying is strictly prohibited at City of Dublin Camps. If a camper causes intentional physical harm to another camper, Camp Staff, or property, they will be removed from camp for at least the remainder of the day. A meeting with the camp family, Camp Supervisor, and Camps Program Coordinator will be required before the camper can return. During that discussion a future participation decision will be made. Cases are handled individually. All participants involved in physical altercations will be removed, regardless of who initiated the conflict. **No refunds, credits, or transfers are given if a camper is removed from camp due to physical altercations or behavioral issues, as resources and staff have already been allocated.**

### Help Your Camper Understand What Bullying Is... and Isn't

Here's one way our community explains the different tiers of hurtful behavior:

- When someone says or does something unintentionally hurtful and they do it once, that's **RUDE**
- When someone says or does something intentionally hurtful and they do it once, that's **MEAN**
- When someone says or does something intentionally hurtful and they keep doing it—even when you tell them to stop or show them you're upset, that's **BULLYING**

### 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:

- 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. General principles that govern all emergency situations apply:

1. Evaluate the situation quickly and completely; call 911 if needed
2. Take the simplest action that ensures good care
3. Address the most critical conditions first: maintain an open airway, control severe bleeding, and prevent shock
4. Keep uninvolved campers engaged in low-impact activities until the emergency is resolved or a

debriefing occurs, involving mental health professionals if needed

5. If 911 is called, immediately inform the Recreation Supervisor for Preschool, Youth & Teen camps (or higher up the organizational chart) about the incident. The Preschool, Youth, & Teen team will handle all further communication with parents/guardians and media.

### **Incident 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, aquatics staff will determine the safety of pool conditions and campers will return to their "home 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.

### **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. Camp 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.

## **HEALTH AND WELLNESS PROCEDURES**

### **Health & Wellness Overview**

All regularly scheduled Camp Staff must have a valid CPR/First Aid/AED certification for adults, campers, 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](mailto:ebaker@dublin.oh.us).

### **Providing Camp with Information**

To ensure we can effectively support each camper, it is crucial that we receive complete and accurate health information from parents/guardians. We expect that parent/guardians have provided us with all the necessary information we need to keep all campers safe. Specifically, we need to be informed of any of the following:

- Psychiatric problems, including suicidal gestures or ideation
- Health concerns
- Mental health issues/diagnoses (ex: ADHD, Depression, Anxiety, OCD)
- 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

This information is shared only with staff members who need to know, ensuring confidentiality. For example: Camp Supervisors may be the only ones with knowledge regarding a diagnosis or special health-related need, but a Camp 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 camper.

If we accept a camper with full knowledge of their situation and have attempted to take all the necessary steps of making the experience successful but are unable to support their needs, the camper 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 camper that impacts their behavior, may result in your camper's immediate dismissal from camp, at the Camps Program Coordinator's discretion, without a refund.

### Contacting Parents/Guardians

- Camp Staff will contact a parent/guardian for any medical issue that requires more than basic first aid (e.g., treating minor scrapes, applying cold packs, or administering medications as specified on the Healthcare Form).
  - Parents/guardians can choose to pick up their camper for further medical care or ask Camp Staff to call 911 for treatment.
- Camp Staff will also call a parent/guardian anytime 911 is called for a camper
- **NOTE:** In cases of immediate, traumatic, or life-threatening conditions (e.g., severe bleeding, unconsciousness, broken bones), Camp Staff will call 911 first before contacting parents/guardians

### 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 Healthcare Form
  - f. Provide advanced first aid (e.g., assist with an epi-pen) if accompanied by parent/guardian permission and a physician's instructions.
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 and relayed to parents/guardians
4. First-aid kits are stocked at each campsite. AEDs are available at school sites, Ted Kaltenbach Park, and the Dublin Community Recreation Center
5. Camp Staff will not conduct health screenings but will monitor and act on any changes in a camper's physical or mental well-being while at camp.
6. The camp nurse or qualified professional will check for lice. Affected individuals must be treated and rechecked. 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 taken routinely (including over-the-counter) must be listed on the Camper's Healthcare Form
- **Medication Check-In:**
  - Check in all medications with the Camp Supervisor or Assistant Supervisor
  - Bring enough medication for the camper's entire session at camp
  - Medications **MUST** be in their original packaging, with clear identification 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**
- **Dispensing Medications:**
  - Medications are stored in a lock box (refrigeration available if needed) and dispensed according to the Medication Log and physician's instructions
  - Time-sensitive medications (e.g., epi-pens, inhalers) must be kept in the lock box and signed out by Camp Staff for offsite trips
  - Camp Staff document the date, time, and dosage of medication given; and update the Medication Log and return all medications to the lock box after offsite trips
  - Parent/Guardian may come to camp and provide any medication (as needed).

### Unapproved or Misplaced Medications:

Medications not listed on the Healthcare Form, not in original packaging, or not submitted to Camp Staff will be stored in the lock box until a parent/guardian retrieves them. These medications will not be 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 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

If a camper shows signs of illness, has been diagnosed with a communicable disease, or is still contagious, the Camp Supervisor 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
- 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 lice must receive treatment. After treatment, parents/guardians should submit documentation to Camp Supervisors (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 camp supervision if a camper develops a suspected communicable disease or if anyone in the household has one. Inform us if your family 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 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 of self-harm or harm to others seriously; no exceptions. While our staff are trained in recognizing mental health concerns, they are not 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:

### Policy for Addressing Mental Health Concerns

- **First Occurrence\***: Camp Staff will notify the camper's parent/guardian
- **Second Occurrence\***: Camp Staff will ask the parent/guardian to remove the camper from camp and request additional information about the camper's mental health
- **Third Occurrence\***: The Camps Program Coordinator or Adaptive Coordinator will meet with the parent/guardian to review a safety plan, prepared by a licensed mental health professional, and discuss the camper's re-entry into camp

\*If Camp Staff believe a camper has made a credible threat of self-harm, harm to others, or exhibits severe mental instability, they will immediately call 911.

For additional support, the National Suicide Prevention Lifeline is available at 1-800-273-8255, and the local crisis hotline is 614-722-1800.

## SWIMMING POLICIES AND PROCEDURES

### Swim Times/Locations

Camp	Swim Times	Location	Pool Address
My First Camp	DO NOT GO SWIMMING		
Discovery Camp	DO NOT GO SWIMMING		
Camp Kaltenbach	Monday, 12 – 3pm	DCRC	5600 Post Rd., Dublin, OH 43017
Wyandot Camp @ Hopewell ES	Tues./Thurs., 12 – 4pm	North Pool	5660 Dublinshire Dr., Dublin, OH 43017
		DCRC	5600 Post Rd., Dublin, OH 43017
Wyandot Camp @ Scottish Corners 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 which groups would swim 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.

- On swim days, campers should wear swimsuits under their clothes and bring a change of clothes in their backpack for after the pool
- **Do not send money with your camper for concessions**
- Cotton t-shirts are not suitable swimwear as they absorb water and pose a safety risk
- Campers can wear close-fitting swim shirts designed for water activities
- Campers will change into swimsuits at 11:30 a.m. in designated restrooms or classrooms. Staff will wait outside until all campers are changed
- Campers will either take a bus to the pool, or walk to the pool if possible

The City of Dublin Aquatics Team is dedicated to ensuring camper safety in our pools through effective prevention measures. Therefore, all day campers will undergo a swim test to assess their competency.

- **Deep-Water Access:** Campers must pass the swim test to access the deeper areas of the Leisure Pool or Lap Pool. Those who do not pass will be restricted to the shallow end
- **Wristbands:**
  - Must be worn at all times in the pool
  - Non-swimmers receive a **purple wristband**
  - Swimmers who pass the test receive an **orange wristband**
- **Testing Requirement:** All campers, including those with personal aides, must take the swim test to access deeper pool areas
- **Test Schedule:** Swim tests are administered on the camper's first swim day of camp, or subsequent swim days

## Swim Test Procedures

- Campers test in the deep end of the pool where they cannot touch the bottom
- A lifeguard will monitor the camper from the point they jump in and throughout the length of the pool
- Campers must jump in from the edge of the pool with toes on the edge, facing forward (submersion is not required)
- Campers must swim one length of the pool (25 yards) without touching the lane lines, bottom, pool edge, or lifeguard to pass the test
- Any swim stroke or combination of strokes is acceptable
- Campers may wear goggles during the test
- Each camper may attempt the swim test only once per day. Re-tests can be taken on subsequent swim days
  - **Restrictions:** Staff and lifeguards may deny re-tests for safety concerns or if staff/pool space is insufficient
- Passing the swim test at either the indoor or outdoor pool grants access to both pools
- **Slide Access:** Campers between 42-48" in height who pass the swim test must take an additional test for slide access, as required by Health Department regulations
  - Passing this test at either the indoor or North pool grants access to both locations
- **Parent/Guardian Requests:**
  - Request that a camper not be swim tested (camper will be classified as a non-swimmer and restricted to the non-swimmer area)
  - Request that a camper not use diving boards or slides (**note:** diving boards are not available at the DCRC location)
  - Contact your Camp Supervisor to make these requests

## What to Expect at the Pool

**Arrival:** Camp Staff will guide campers to their "home base" to place towels and shoes. If outdoors, they will split into color groups and apply sunscreen

## Swimming

- Campers must pass a swim test to access the deep end of the pool. Campers only need to pass the swim test once to gain access to the entire pool at both the indoor and outdoor pool locations
- 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 Supervisor will be at the pool entrance/exit to answer questions and manage sign-ins/outs (contact via camp cell phone)
  - Avoid asking staff questions while they are in the pool; they will be focused on watching campers and staff
- 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

## Pool Rules

- Campers are not permitted to wear arm flotation devices in the water while at camp
- Misbehavior results in immediate consequences:
  - **1st infraction:** 5 minutes out of the pool
  - **2nd infraction:** Removal from the pool for the rest of the day

### **Rest Period (15 minutes)**

- Campers must exit the pool and return to “home base” to re-apply sunscreen
- They can rest, talk with friends, use the splash pad (outside), or play a game in the field (outside). Camp Staff monitor campers throughout this process
- Campers will return to the pool after the rest period, once staff are in their positions

### **Departure**

- After swim time, campers return to “home base” to dry off and pack up. Camp Staff will count campers to ensure accurate numbers and then either walk back to the site or board the bus
- Parents/guardians can drop off or pick up campers at the pool. Staff at the entrance/exit have a tablet on hand to sign campers in/out. Avoid picking up or dropping off right before or after swim sessions, as campers may be in transit

**Post-Pool:** When campers arrive back at camp, they will have designated rooms to change. After changing campers return to their color groups to resume activities at camp the rest of the day.

## **FIELD TRIP PROCEDURES**

- Scottish Corners Elementary site will take field trips on Tuesday’s, Hopewell 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 School busses
- Campers must wear their designated camp T-shirt on each scheduled field trip, so they can be easily identified as city of Dublin campers
- Field trip shirts are given to participants during the first week of camp
- Although we order a large amount of shirts, we cannot guarantee exact sizing for your camper
- Specific field trip information is found in our weekly newsletter sent one week prior to each week of camp and is available at the front desk of each camp location
- Camp Supervisors can answer any questions about our field trips
- **Campers 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

**Please see tentative field trip schedules on the next page.**

### **Parent/Guardian Volunteers and Field Trip Chaperones**

We appreciate the interest when parents/guardians ask to volunteer at camp activities or chaperone field trips. At this time, the City of Dublin Recreation Services Division does not allow parents/guardians to volunteer during camp activities or serve as field trip chaperones. Camp programs are staffed by trained City of Dublin employees who are responsible for camper supervision and safety. Maintaining a consistent staff structure helps ensure clear supervision, consistent camper and staff behavior expectations, and equitable policies for all families. For these reasons, parent/guardian participation in camp activities or field trips is not permitted.

### Wyandot Camp Field Trips

Field Trip	Scottish Corners Elementary
Bowling	Tuesday, June 9
Young's Dairy	Tuesday, June 16
Columbus Zoo	Tuesday, June 23
Carnival	Wednesday, July 1
COSI	Tuesday, July 7
Movie	Tuesday, July 14
Camp Olympics	Tuesday, July 21
Scene 75	Tuesday, July 28

Field Trip	Hopewell Elementary
Bowling	Wednesday, June 10
Young's Dairy	Wednesday, June 17
Columbus Zoo	Wednesday, June 24
Carnival	Wednesday, July 1
COSI	Wednesday, July 8
Movie	Wednesday, July 15
Camp Olympics	Tuesday, July 21
Scene 75	Wednesday, July 29

### TEEN FIELD TRIPS

#### Wyandot Next Field Trips

Field Trip	Dates
Fun City	Thursday, June 11
The Wilds	Thursday, June 18
Zoombezi Bay	Thursday, June 25
Game Show Battle Rooms	Thursday, July 2
Bowling	Thursday, July 9
Movie	Thursday, July 16
LEGOLand	Thursday, July 23
Scene 75	Thursday, July 30

#### Teen Adventure Field Trip Highlights

Week 1	Olentangy Caverns
Week 2	Kings Island
Week 3	Extreme Week
Week 4	Land of Illusion
Week 5	The Wilds
Week 6	Activate Games
Week 7	Scene 75
Week 8	Zoombezi Bay

**All field trips are subject to change based off availability and inclement weather conditions.**

#### Selection of Field Trips

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

While off-site, Camp Staff are responsible for 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 2026 Summer Camp Season we will use Waldo, a social media platform for sharing camper photos. You'll receive notifications when new photos are available.

**How Does Waldo Work?** Waldo offers two options for accessing photos:

### 1. Free Option

- Visit [Waldo's Free Web Gallery](#) and enter the Join Code provided
- View, download, favorite, share, and order prints from the web gallery
- Photos are only viewable on a web browser, not in the Waldo app
- To switch to the facial recognition service, text the Join Code to **735-343** and follow the prompts

### 2. Optional Fee Service

- This paid service uses facial recognition to send photos of your camper to the Waldo App with notifications for new photos. For details and to sign up: [campsupport@waldophotos.com](mailto:campsupport@waldophotos.com)

## Important Information for Parents/Guardians:

- You will receive a Join Code and instructions in the Camp Newsletter and At-a-Glance one week prior to the start of the camp
- Starting the week of June 15, 2026, Waldo Galleries will be available
- Information sheets with QR codes will be available at camp locations
- To access the photo galleries, text the Join Code to **735-343**

## Waldo Photos - Frequently Asked Questions

### • Is Waldo Safe?

- Yes, Waldo is very safe. It's used by many summer camps and keeps your data secure while restricting access to photo galleries

### • What if I don't want to pay for Waldo?

- You can still view your camper's photos for free. The paid service offers facial recognition and notifications, but you can access photos through the free web gallery without notifications

### • How do I sign up?

- Sign up before, during, or after camp to access all photos from the start. Text your camp's Join Code to 735-343 or enter it in the Waldo App to enroll. You need to enroll each summer

### • Where do I log in?

- There is no login for Waldo. Use the Waldo App to view photos if you sign up for the paid service

### • I texted the Join Code but got no response. What should I do?

- Check the spelling of your Join Code and try texting it to (512) 308-3535 instead

### • Do I need to sign up again if I used Waldo before?

- Yes, you need to re-enroll each year with the new Join Code. Add a recent selfie of your camper to update your profile. You can still view past photos in the app

### • I signed up for the fee service but haven't received any matches yet. What's wrong?

- This could mean there are no photos of your camper yet or your submitted picture was unclear. Contact [campsupport@waldophotos.com](mailto:campsupport@waldophotos.com) or submit a clearer selfie in the app

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

## Camp Registration

### How to Set-up Your Account

Registration for our camps is done online through our [registration website](#) (no in person registrations are permitted).

- **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're just a few steps away from online registration!
  - Create an account online. 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 review and approve residency changes to your household in 1–2 business days.
  - You may also verify residency at the Dublin Community Recreation Center front desk.
  - Once an account is created, a username and password is generated that allows you access to our registration website.

### Before Registration Day

For the smoothest experience, please do the following **at least 1–2 days ahead**:

1. **Confirm your account works on our [registration website](#)**, and be sure to use the device you plan to use. We recommend a computer, not a phone or tablet.
2. **Check your household information:** confirm the information in your online household account is accurate and up to date. This includes email addresses, home address, and current phone numbers.
3. **Make sure you know your log-in information and your password works.** We recommend logging in at least once during the week before registration.
4. **Review registration dates** and set reminders/alarms.

We strongly encourage families who plan to register their campers together (for same camp, same week) to talk **before** registration. We **cannot** move campers after Priority Registration is complete. It also is recommended to have a Plan B in case your child's preferred camp location is not available when you attempt to register.

Contact a Preschool, Youth & Teen Programming team member if you have any questions or concerns about camp. Team member contact information is outlined on the last page of this guide.

### Virtual Waiting Room

To manage high demand, our software system uses a virtual waiting room:

- If you arrive at the site before 6:00 a.m., you will receive a **random** spot in line when registration opens.
- If you arrive at the site after 6:00 a.m., you will receive the next available spot in line.
- At 6 a.m., our registration system begins releasing individuals from the waiting room. Once it's your turn to register, you will automatically be redirected to the registration site.
- **Important:** please log in no earlier than 5:50 a.m. on registration day. Logging in too early may cause the system to time out your session or you may join before the waitlist has actually begun.
  - 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 – **we cannot do anything from our end.**
- Please review the 'Virtual Waiting Room FAQ' available online to familiarize yourself with this process.

## Tips For Successful Registration

- **Stay on the page and do not close your browser window.** Once you are logged in to your account online, we STRONGLY RECOMMEND that you **DO NOT CLICK THE RIGHT CORNER X at any time**. Doing so 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).
- **If a camp shows as UNAVAILABLE:** Refresh your browser (Ctrl + F5). **DO NOT** log out or click the right corner X. Refreshing the browser does not affect your place in line.
- **Only one active session per household** is allowed. Once released from the Waiting Room to begin registration, a Household can only open one active session at a time. Subsequent logins by the same Household on an alternate device or browser will take over and replace any of that Household's previous active sessions.
- **Adding a program to your cart does NOT guarantee enrollment.** Your registration is complete only when you've reached the **payment confirmation page** and received a **receipt**.
- **Do not remain on the payment screen for more than 10 minutes.** The system will not process registrations after this time.
- **Families interested in adding Extended Weeks Camp:**
  - Must add **Wyandot or Camp Kaltenbach** to your cart *first*, then add Extended Weeks.
  - If Extended Weeks waitlists appear, we recommend you join the list. You will not be charged and we will contact you if and when a spot opens to see if you are still interested in enrolling.
- Review the 'Summer Camp Registration Process Guide' for more information. Available online.

## 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. 2025 forms are not good for 2026). 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 Trinity Glenn at [tglenn@dublin.oh.us](mailto:tglenn@dublin.oh.us) OR 614.410.4573.

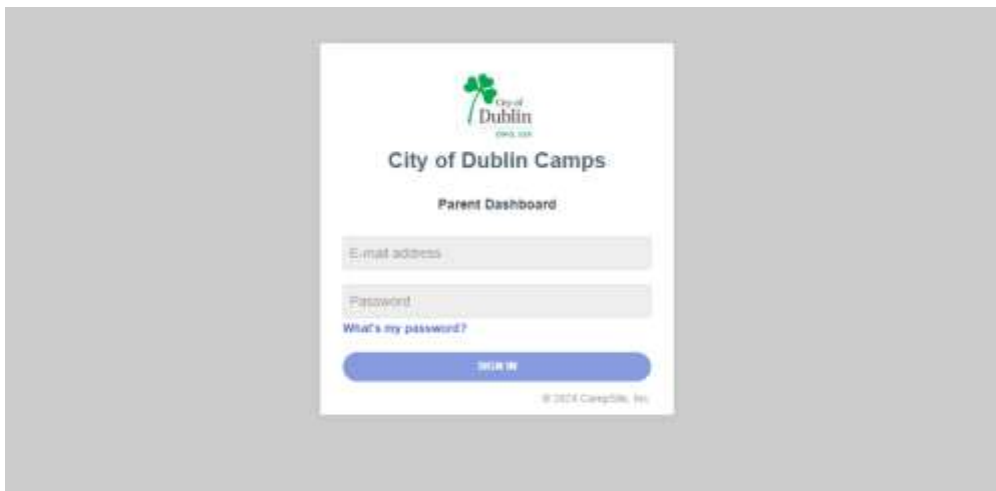
## Sign-Up Process

After a patron registers for one of our Camps, their registration information is manually compiled and placed into Campsite. Patrons are contacted in late March or early April 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 **Thursday, April 30 at 5:00pm**. Failure to complete these forms will disallow your child from attending camp until all forms are fully complete and on file.

## CAMPSITE DASHBOARD DIRECTIONS

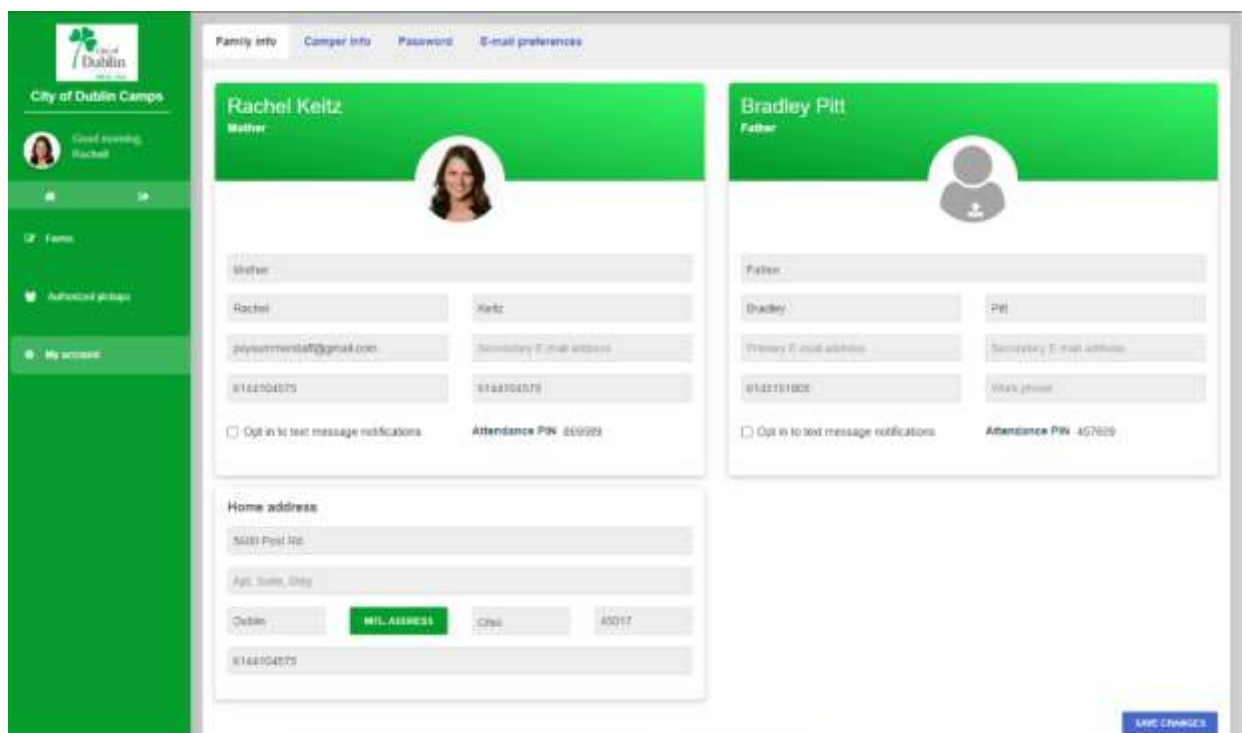
1. Log-on to: <https://dublinohio.campmanagement.com/campers>
2. Enter your email address and password associated with your account. Your username is the email address you entered to receive your 2026 Health Care Form email. To create a password select "What's my password?" and enter the email address utilized in this communication. A password rest email will be sent by a computer generated account- [services@mail.campsite-mail.com](mailto: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).



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




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.

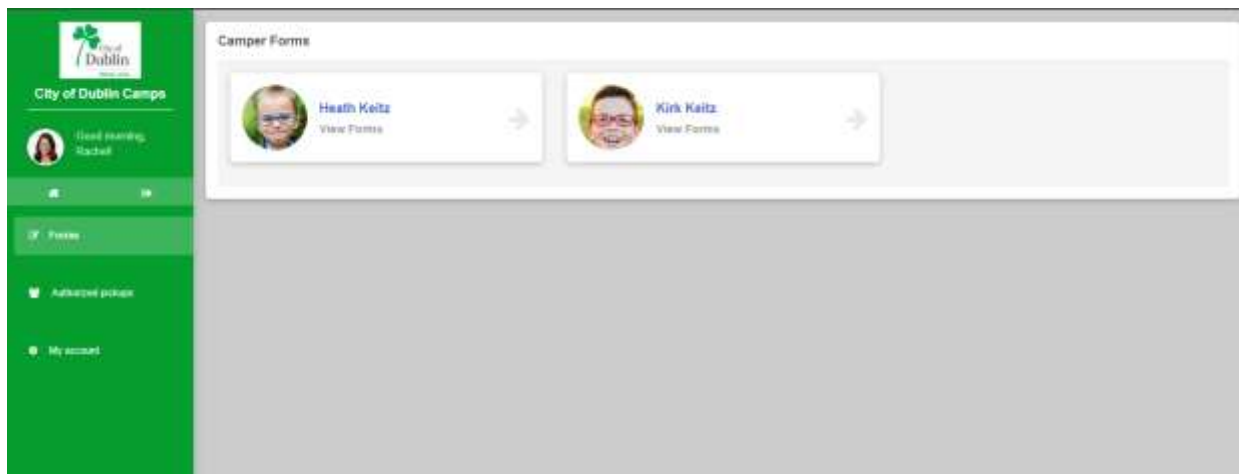
8. Click “update” when you are finished.



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

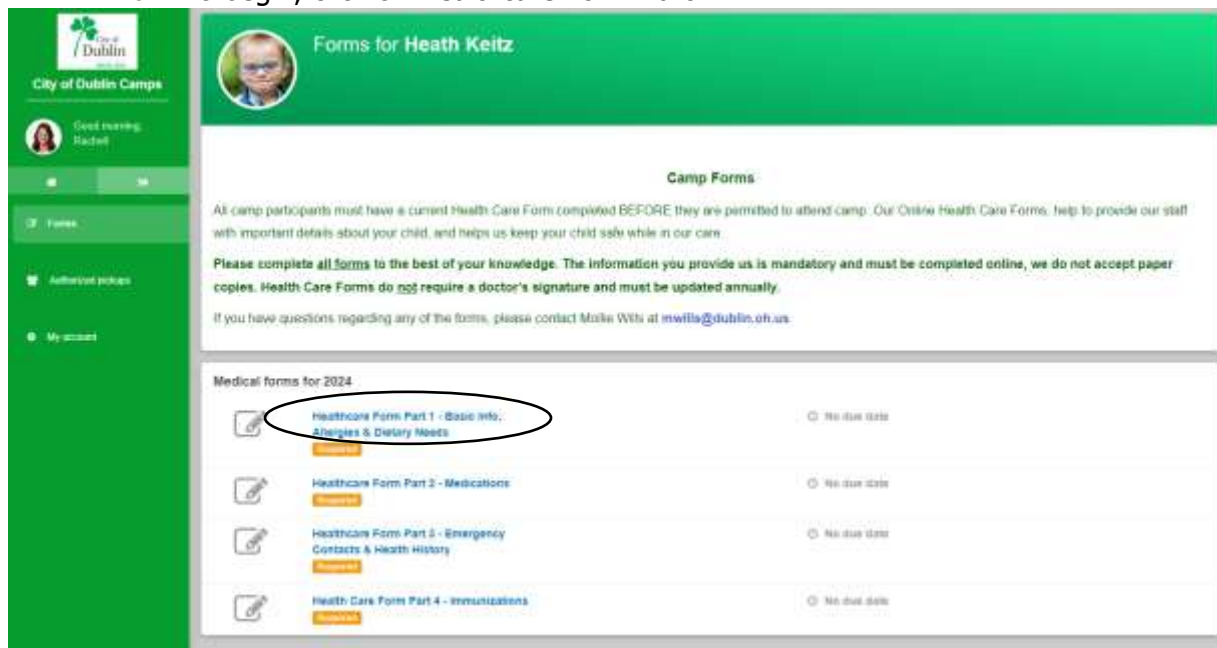


10. Click on the name of the child whose forms you want to complete.



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.)

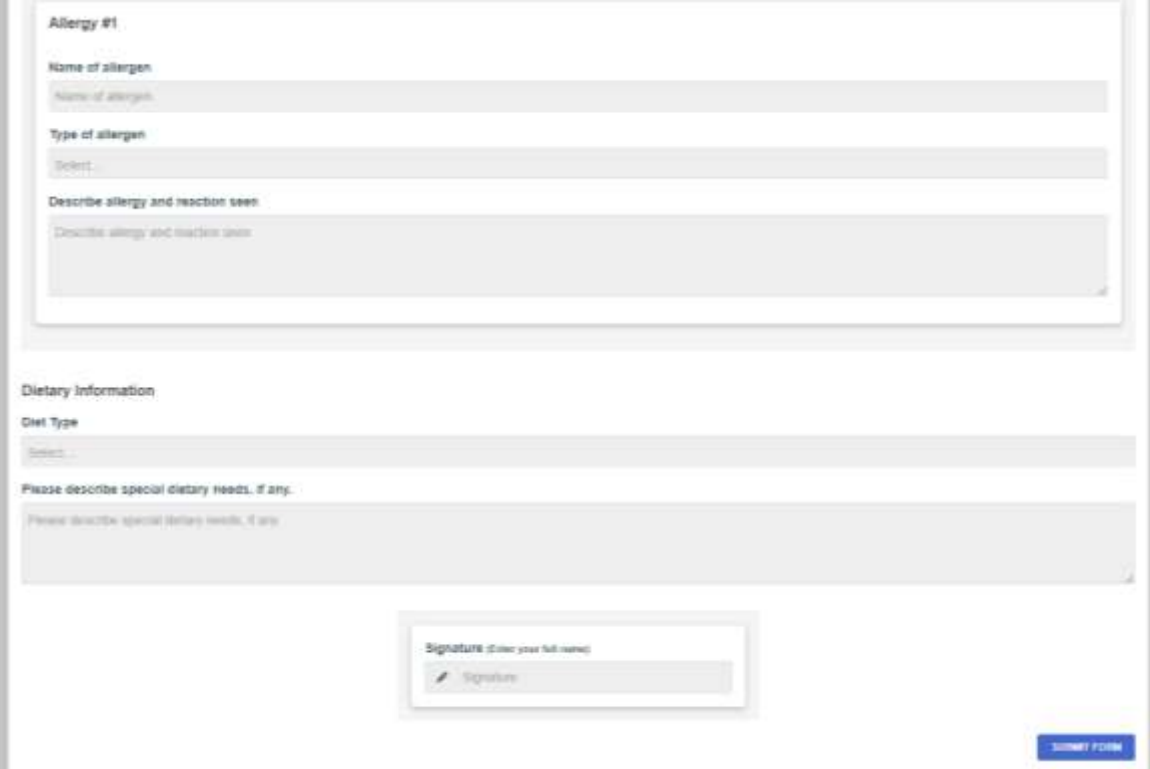
a. To begin, click on Healthcare Form Part 1.



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**

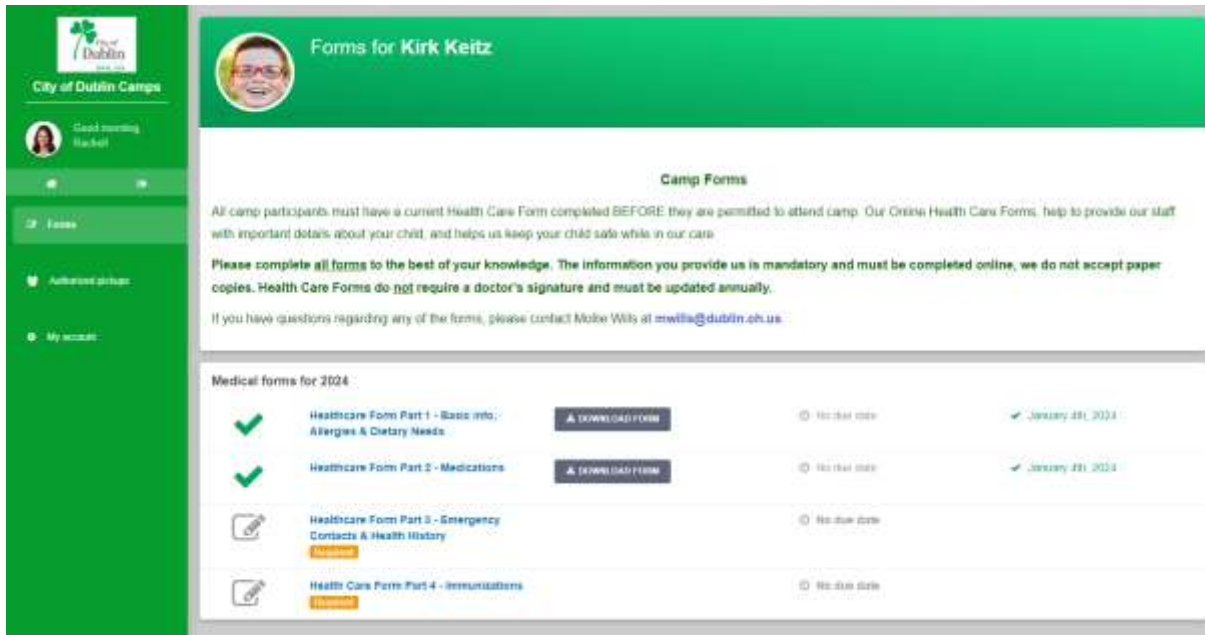
Diet Type

Please describe special dietary needs, if any.

Signature (enter your full name)

SUBMIT FORM

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, **Kirk Keitz**

**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.

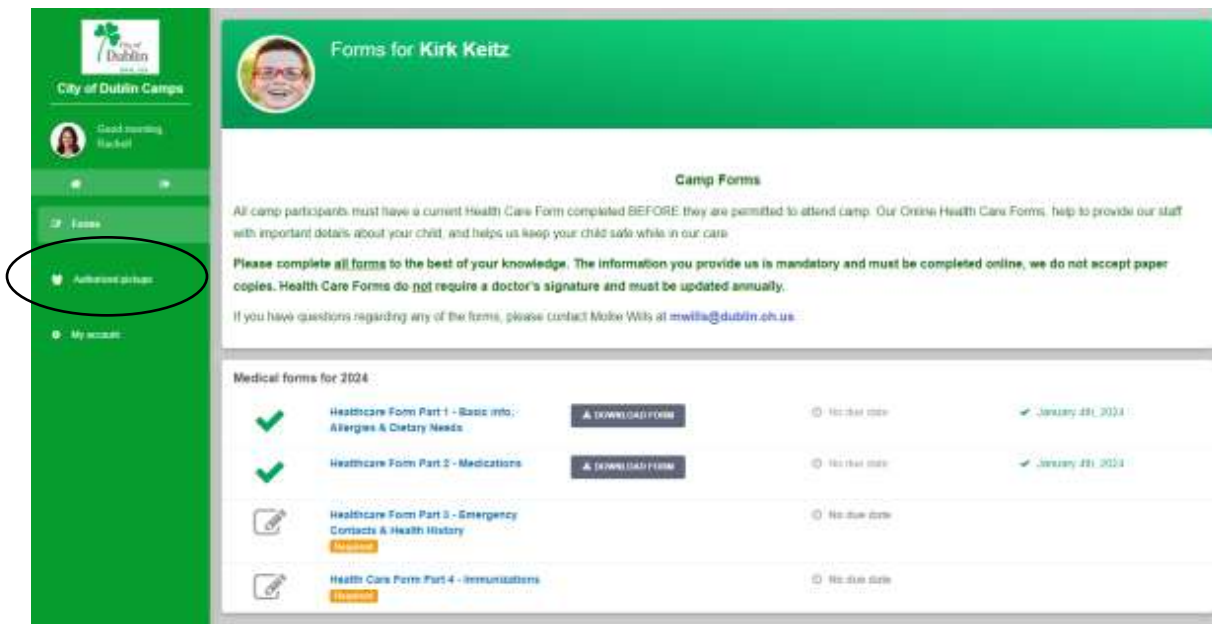
Please complete **all forms** to the best of your knowledge. The information you provide us is mandatory and must be completed online, we do not accept paper copies. Health Care Forms do **not** require a doctor's signature and must be updated annually.

If you have questions regarding any of the forms, please contact Mole Wils at [mwils@dublin.oh.us](mailto:mwils@dublin.oh.us).

**Medical forms for 2024**

<input checked="" type="checkbox"/>	Healthcare Form Part 1 - Basic info: Allergies & Dietary Needs	<a href="#">DOWNLOAD FORM</a>	<input type="radio"/> No due date	<input checked="" type="checkbox"/> January 28, 2024
<input checked="" type="checkbox"/>	Healthcare Form Part 2 - Medications	<a href="#">DOWNLOAD FORM</a>	<input type="radio"/> No due date	<input checked="" type="checkbox"/> January 28, 2024
<input type="checkbox"/>	Healthcare Form Part 3 - Emergency Contacts & Health History	<a href="#">DOWNLOAD FORM</a>	<input type="radio"/> No due date	
<input type="checkbox"/>	Health Care Form Part 4 - Immunizations	<a href="#">DOWNLOAD FORM</a>	<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



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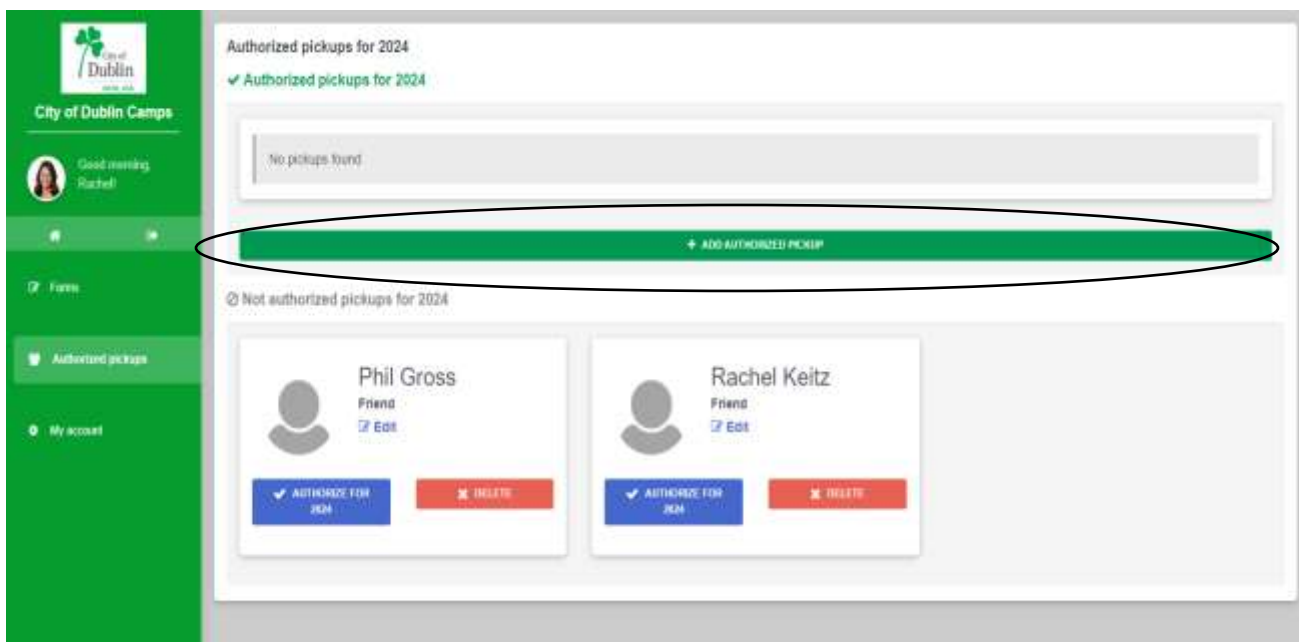
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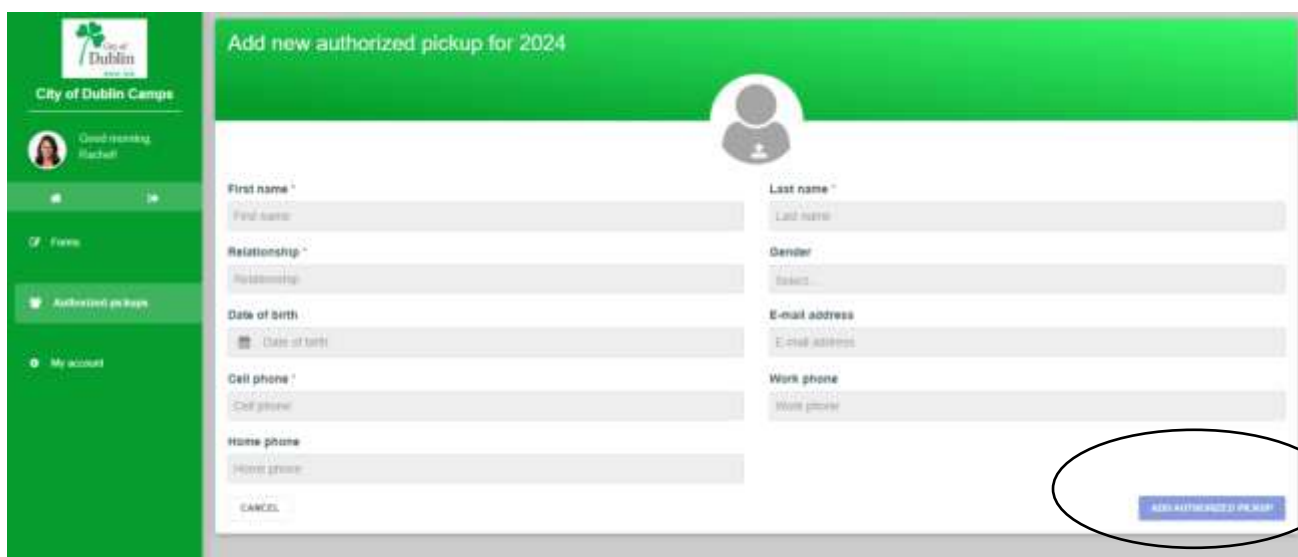
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<input type="checkbox"/>	Health Care Form Part 4 - Immunizations	<a href="#">DOWNLOAD FORM</a>	<input type="radio"/> No due date	

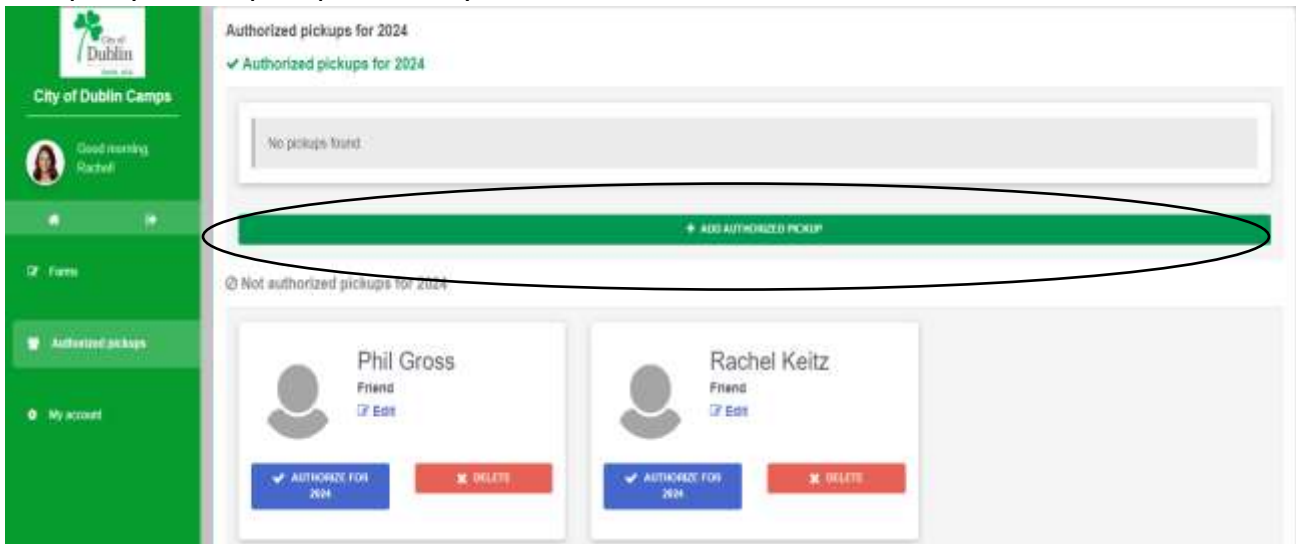
19. You will be taken to the page below. Please note that attendance PINs for parents are found under the "My Account Tab". **Parents do not need to add themselves on the authorized pickup section, as they automatically become an authorized pickup when added as a parent in the "My account" section.** 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.



- 23. If utilizing a previous years authorized pick up, **you must select "Authorize for 2026"** 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.



- 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.

