

# Parent Handbook

## 2019-2020

### School's Out Holiday Camp Spring Break Camp



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## **PHILOSOPHY AND PURPOSE**

The City of Dublin, 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.

## **SCHOOL'S OUT, HOLIDAY CAMP & SPRING BREAK CAMP GOALS**

- Maintain the safety and well-being of camp participants and staff
- Develop campers' independence, self-esteem, and peer relationships
- Teach the importance of a healthy, active lifestyle
- Develop an appreciation of the arts
- Develop an appreciation of the outdoors

### **How Do We Accomplish Our Goals?**

Goals are very important to The City of Dublin Recreation Services and guide everything that we do each day at School's Out, Holiday Camp and Spring Break Camp. The policies and procedures that are in place provide for the safety and well-being of each camp participant and staff to make our programs a better place. We institute policies that guide: sunscreen use, medication distribution, emergency procedures, behavior management, and many more. We also want each child to feel safe, comfortable and happy while in our programs so we follow America's Promise and The Search Institute's 40 Developmental Assets to guide most of our programming. Our staff are qualified and competent counselors so that each child receives the support and guidance that he/she needs to be successful in our programs. Children learn about healthy lifestyles, the arts, and the outdoors through a variety of activities. We work hard to give each child a fun and educational experience!

For more information about America's Promise visit:

[www.americaspromise.org](http://www.americaspromise.org)

For more information about the Search Institute's 40 Developmental Assets visit:

<http://www.search-institute.org/developmental-assets/lists>

## **AMERICAN CAMP ASSOCIATION (ACA) ACCREDITATION**

The American Camp Association® (ACA) announced in June 2019 that the City of Dublin's Wyandot Camp had received ACA-Accredited® *recertification* camp status.

ACA Accreditation means that Wyandot Camp submitted to a thorough (up to 300 standards) review of its operation by the American Camp Association (ACA) — from staff qualifications and training to emergency management—and complied with the highest standards in the industry.

We also operate our School's Out, Holiday Camp, and Spring Break Camp with the same standards as our accredited program.

"Parents expect their children to attend accredited schools. They also deserve a camp experience that is reviewed and accredited by an expert, independent organization," said Cindy Moore from the National Standards Commission.

ACA is the only independent accrediting organization reviewing camp operations in the country. Its nationally-recognized standards program focuses primarily on the program quality, health and safety aspects of a camp's operation. ACA collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth-serving agencies to assure that current practices at the camp reflect the most up-to-date, research-based standards in camp operation. For more parent-focused information about accreditation, visit ACA's [www.CampParents.org](http://www.CampParents.org).

## CAMP DESCRIPTIONS & LOCATIONS

- Children attending these camps must be at least six years of age (*completed kindergarten*) by the program/camp date and may remain enrolled until the week he/she turns 13.
- Children enrolled in the fall sessions of School's Out and Holiday Camp must have a 2019 online health care form set up through Campsite in order to attend.
- Children enrolled in any 2020 School's Out day and/or Spring Break Camp must have an updated 2020 online health care form on file through Campsite in order to attend.

### **SCHOOL'S OUT (6-12 years) Dublin Recreation Center Classroom A/B**

**8am-5:30pm**

Daily Rate: \$35/day City of Dublin Residents, \$45/day School District & Non-Residents

School's Out participants stay actively engaged in games, crafts, and nature/science exploration, with specialized activities and guest speakers scheduled from noon-2 p.m. each session. Outdoor play is possible (weather permitting). Participants DO NOT swim during the program, and there are NO pre-care/after-care hours available.

Please send a packed lunch (nut-free products) and a water bottle. If you would like to purchase Subway for your child complete the form available at the check-in desk that morning at School's Out. You will take the completed form to Subway directly (please allow yourself extra time to complete this process). The fee for a Subway lunch is based on what food items are selected. The food will be delivered to your child during the scheduled program lunch time.



### **HOLIDAY/SPRING BREAK CAMP (6-12 years) Dublin Recreation Center Classroom A/B**

**8am-5:30pm**

Daily Rate: \$35/day City of Dublin Residents, \$45/day School District & Non-Residents

\*Spring Break Field Trip: \$50/day City of Dublin Residents, \$60/day School District & Non-Residents

Holiday Camp/Spring Break Camp participations stay activity engaged in games, crafts, and nature/science exploration. Specialized activities are planned each day from noon- 2 p.m. A detailed newsletter for both seasonal camps is emailed to families one week prior, and includes special swim days and field trip information\*. *\*There is no offsite field trip scheduled for Holiday Camp.*

Please send a packed lunch (nut-free products) and a water bottle. If you would like to purchase Subway for your child complete the form available at the check-in desk that morning at Holiday/Spring Break Camp. You will take the completed form to Subway directly (please allow yourself extra time to complete this process). The fee for a Subway lunch is based on what food items are selected. The food will be delivered to your child during the scheduled program lunch time.

## CAMPSITE: ONLINE HEALTH CARE FORM

We utilize a web based system called [Campsite](#) to collect medical and contact information from our participants. We also utilize the system for sign in/out and assigning persons authorized to drop off and pick up your children from camp. Participants enrolled in School's Out, Holiday Camp, or Spring Break Camp must have a current online health care form on file BEFORE they are permitted to be left in our care.

After a family registers for School's Out, Holiday Camp, and/or Spring Break Camp, the registration information is compiled and uploaded by our staff to the Campsite portal. Parents are then notified by email to complete or update their family information utilizing this link: <https://dublinohio.campmanagement.com/campers>. Information required to complete includes the My Account section, the three (3) Health Care Form sections, and the Authorized Pick Up section. After completing/updating the information, you will want to make sure to date and provide signature (as requested) for valid completion of your forms.

Camp participants are required to have their healthcare forms up to date for each year they attend camp (i.e. 2019 forms are not acceptable for 2020). In the event Campsite becomes non-operational during the camp day, our camps will retain paper copies of camper information on site. Contact Rachel Keitz at 410-4575 or [rkeitz@dublin.oh.us](mailto:rkeitz@dublin.oh.us) for assistance with Campsite.



## ATTENDANCE/PIN CODE

Parents/Guardians and family members (at least 18 years of age and older) who have been listed as an Authorized Pick Up on Campsite will receive via email or text (*if phone number was included*) a 6 digit pin code to identify them when signing in and out the child at camp. This number code is unique to each individual and can be found under the identified person's information when logged in to your account information on Campsite. **Authorized Individuals signing in and out a child at School's Out, Holiday Camp, and/or Spring Break Camp must know and enter their 6 digit pin code at the sign in/out table each day.** It is also strongly recommended to bring a photo ID in the event we are unable to verify your identity on the Campsite system.

For your child's safety, each child must be signed in at camp each morning and signed out every evening by an authorized adult. Children may not sign themselves into or out of camp. There is NO EXCEPTION to this policy. Camp staff is not permitted to be listed as an authorized pick up or emergency contact for any child enrolled in our programs/camps.

## REGISTRATION/FEES/REFUNDS

In order for our staff to complete program logistics for School's Out, Holiday Camp, and Spring Break Camp, it is necessary for all registrations to be completed at least five (5) days prior to the start date of the program/camp. For detailed registration information please refer to our seasonal Healthy brochure.

School's Out, Holiday Camp & Spring Break Camp require 100% payment at the time of registration.

Cancellation and refund requests must be submitted to a Preschool/Youth Program Team Member at least seven (7) business days before the program is held, for a refund of fees minus a \$15 administrative fee. Cancellations/refund requests submitted less than seven business days before the program will NOT be granted. A Cancellation/Refund Request Form may be picked up at the DCRC front desk and submitted to the attention of a Preschool/Youth Team Member for consideration and processing.

## **LUNCH/SNACKS**

Pack a healthy, substantial (nut free) lunch that does not require refrigeration. If you would like to purchase Subway for your child complete the form available at the check-in desk that morning at School's Out. Parents then take the completed form to Subway directly (please allow extra time to complete this process). The fee for a Subway lunch is based on what food items are selected. The food will be delivered to your child during the scheduled program lunch time. We provide an afternoon snack for each child, but it is always a good idea to pack plenty of healthy food options for your child as we keep the children very active and they do become hungry.

## **ABSENCE/MISSING CAMP**

Camp staff will NOT contact parents/guardians if a child does not attend camp as registered. Refunds or credits cannot be granted for missing camp due to illness, etc. Participants assume risk and responsibility for changes in personal schedule or health.

## **DROP OFF/PICKUP REMINDER**

Children are not permitted to be dropped off prior to the start time and children must be picked up when the program ends. It is the parents' responsibility to make every effort to pick up their child before closing time. Program space may be needed for additional programming and camp staff has other commitments, so please be respectful in adhering to this policy.

## **LATE FEES/PAYMENT**

In the event that a parent is late to pick up, a flat fee of \$10.00 is assessed to those later than five minutes after the program end time. In addition, a fee of \$1.00 per minute is added beyond that time. For example, a child picked up at 5:45 p.m. at Holiday Camp will be assessed the flat \$10.00 fee plus an additional \$10.00 for the 10 minutes between 5:35-5:45 p.m. (bringing the total to \$20.00).

Payment of all fees is expected at the time of pick-up. Parents will be provided a total due by the camp staff, and are then required to go directly to the DCRC front desk to take care of payment. Camp participants will not be permitted to attend future programs or camps until all fees are paid.

## **LOST & FOUND**

The DCRC, camp staff, and administration cannot be responsible for lost items. All items left at camp at the end of the day will be turned into the lost and found area located across from the welcome desk at the DCRC. Please keep in mind, items are only kept for a short amount of time, and then donated.

## **WHAT TO BRING TO CAMP**

- **BACKPACK/BAG:** Pack a bag for your child with all items labeled (water bottle, lunch, hat, sunscreen, extra socks, sweatshirt, etc.). Please ensure all items are clearly marked with your child's first and last name.
- **LUNCH:** Send a healthy, substantial, nut-free lunch with your child that DOES NOT REQUIRE REFRIGERATION. We do not provide refrigerators for lunches. Subway is in the building, but children may not leave the camp to go to Subway to get lunch. A parent may purchase Subway for the child prior to dropping off in the morning.
- **CLOSED-TOED ATHLETIC SHOES:** Send your child in closed-toed shoes appropriate for active outdoor or indoor play. Old tennis shoes are best because they are already broken in and may get very dirty. Sandals, flip flops, and crocs make everyday activities difficult and put your child at a greater risk to

trip, fall, or sustain foot and ankle injuries. (Sandals, flip flops, etc. are appropriate for the pool BUT please pack them in your child's bag).

- **WATER BOTTLE:** Please send a refillable water bottle with your child. It is important to keep your camper hydrated throughout the entire day. We discourage drinks with high sugar and/or caffeine content as they do not hydrate your child as well as water.
- **SWIMSUIT/TOWEL/PLASTIC BAG:** (*ONLY on scheduled swim days during Holiday Camp/Spring Break Camp. Children do not swim at School's Out*) Please send a swimsuit and towel with your child. Also, please pack a plastic bag that your child can place their wet suit in after the pool.

## WHAT NOT TO BRING TO CAMP

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

We respectfully request that the following items remain at home:

- Personal Sports Equipment
- Animals
- Hand Held Video Games
- iPods (or other music players)
- Cameras
- Money
- Trading Cards & Collectibles

The City of Dublin and its staff is not responsible for *any* items or money that are lost or damaged at camp. Any items brought to camp are the sole responsibility of the camper, and parents and campers should understand this policy and accept any risk before sending items to camp. If a parent requests their child bring a cellular device for emergency purposes, the cellphone must remain in the child's book bag at all times.

**Alcohol, drugs and weapons** are strictly forbidden at camp. Should any of these things be found at one of our programs the Dublin Police will be contacted immediately to remove the items and address the person who brought the items to camp.

## SPRING BREAK CAMP FIELD TRIP

**Spring Break Camp** participants go on one scheduled field trip within the scheduled program dates. All camp participants and staff are transported to the designated field trip in a Dublin City School bus. Camp Supervisors will answer any specific questions you may have about upcoming field trip the day prior to the scheduled destination. Children are NOT permitted to spend or take personal money on field trips. All field trip costs are paid for in advance and included in your camp fees. *No field trip is scheduled for Holiday Camp due to the Dublin City Schools Holiday Break Schedule.*



## SWIMMING

**Only Holiday Camp and Spring Break Camp** participants will swim. Camp participants and staff will swim at the Dublin Community Recreation Center Indoor Pool. More detailed information will be sent to parents one week prior to the start date of camp.

## **GENERAL SWIM POLICIES**

- All campers who wish to have access to the deeper portion of the DCRC Indoor Pool (water other than the designated shallow water area, slides, diving boards & lazy river) must pass the camp swim test.
- All campers identified as non-swimmers will receive a purple wristband that they will be required to wear during their time in the pool.
- One camp counselor will be available at the pool for any parent, camper or other concerns. This counselor will be sitting near the entrance of the indoor pool and should be the person that all questions are directed. This counselor will carry a cell phone to use for contacting the PSY programming team, parents, or for any other camp related business. All remaining counselors will be stationed either in or around the pool (Counselor Pool Expectations are available for details) and their focus will be solely on watching the campers in the pool—please do not direct requests or questions towards these staff members while the campers are in the water.
- Any camper who tries to gain access to any part of the pool that he/she is not permitted to be in will receive an immediate consequence. The consequence is 5 minutes of sitting out of the pool for the first incident and removal from the pool for the remainder of the day for any subsequent incidents.
- Campers must be in swim attire to get into the pool. Campers are not permitted to wear cotton t-shirts over their swim attire. Cotton t-shirts absorb water and are considered a safety risk. Campers may wear close-fitting swim shirts (long or short sleeve) provided they are designed for the water and fit appropriately (close to the body).
- Special Needs campers must take the swim test if they wish to have access to the deeper portion of the indoor pool *even if they have a personal aide with them in the pool.*
- Campers will be swim tested at both Holiday Camp and Spring Break Camp.

## **CAMP SWIM TEST PROCEDURES**

- Campers will be tested in the deep end of the pool where they cannot touch.
- A lifeguard will be in the pool or on the deck where the camper jumps in to begin the test and will follow the camper the entire length of the pool.
- Campers must place their toes on the edge of the pool and jump in the water facing forward (the camper's head does not have to go completely under the water).
- Campers can use any swim stroke, or combination of strokes, to cross the pool. Campers must be able to swim one length of the pool (25 yards) without touching the lane lines, the bottom, the pool edge, the lifeguard or anything else to pass the test.
- Campers can wear goggles during the swim test.
- Campers can only attempt the swim test once each day.
- Campers can re-take the swim test on subsequent swim days. The camp staff and/or lifeguards reserve the right to deny a swim test re-take for any camper who we have observed and feel is at a significant risk in the water. They also reserve the right to postpone re-tests if there are not adequate staff to perform them or if there is a lack of available pool space to meet test parameters.
- Parents may request that a camper is not swim tested with the understanding that the camper will be identified as a non-swimmer and only allowed access to the designated shallow water area which is separated from the deeper portions of the pool by a rope.
- Campers only need to pass the swim test once to gain access to the entire pool.
- Campers between 42-48" in height who pass the swim test WILL still need to take an additional test to have access to the slide. This test is separate because it requires campers to be able to swim against a current, and it is consistent with Health Department regulations. Campers only need to pass the slide test once to gain access to the slide.



## **PARENT ACCESSIBILITY**

Parents/guardians of children enrolled in any of our camps have unlimited access to our programs during operational hours for the purpose of contacting their child and/or evaluating the premises and/or the care provided. Upon entering the site, parents must sign-in as a visitor and notify the camp staff of his/her presence.

With your child's best interest in mind and to provide the best learning environment, we ask that all parents refrain from remaining in the program/camp for a prolonged period of time. We feel it is beneficial for the children to have time alone to interact with their peers. It also allows our staff to support a safe environment when providing instructions/directions for the children to follow.

Parents are free to contact the Recreation Supervisor to discuss any concerns or offer suggestions about our programs/camps. Your input is encouraged and greatly appreciated.

## **CAMP STAFF**

Many of our camp staff at School's Out, Holiday Camp & Spring Break Camp worked for us during the 2019 summer camp season. Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. All camp staff must meet the following minimum requirements to be employed by Dublin Recreation Services:

- At least 18 years of age and have graduated high school
- Successful interview (first year only)
- Three positive reference checks—not including family members (first year only)
- Negative drug screen (every year)
- No record in the National Sex Offender Database (every year)
- No criminal record on BCII background check (every year)
- Current CPR/First Aid/AED Certifications for Adults, Children & Infant

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

## **STAFF/PARTICIPANT RATIOS**

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

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

There should always be two staff members with a group of camp participants unless they are in an area near other groups and have easy accessibility to get help in the case of an emergency.

An exception to this rule:

- At the pool, counselors are responsible for monitoring the camp participants in their designated area—they will request help if an area becomes overcrowded.

## **EMERGENCY ACTION PLANS**

All camp staff is charged with responding to emergencies. The general principles that govern all emergency situations apply:

1. Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
2. Do the simplest thing consistent with good care.
3. Take care of the most important conditions first—maintain open airway, control severe bleeding, and prevent shock.
4. Engage campers not involved in the emergency in non-threatening, low impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).

If 911 is called the camp staff person who made the call should immediately call the Recreation Supervisor responsible for camps (or continue up the organizational chart) to inform the Division of Recreation Services of the accident/incident. All further communication with parents/media will be handled by the department staff.

## **FIRE EMERGENCY**

In the case of the fire alarm sounding within the DCRC, camp participants will be escorted to the flag pole by the main entrance or remain near the Wee Folk patio until further updates are provided to the staff. Once the Washington Township Fire Department has deemed the facility is safe, participants will return to their program area and resume camp activities.

## **TORNADO EMERGENCY**

In the case of severe weather, camp participants will be sheltered inside the Dublin Community Recreation Center locker room area (rooms become gender neutral) and will be directed to follow building procedures. Camp staff remain with the children until further updates have been provided by management staff, and the threat has been lifted. Parents who are picking up their child at the time of a weather emergency are strongly encouraged to remain in the locker room area until safe conditions are confirmed.

## **MEDICAL PROCEDURES**

ALL regularly scheduled camp staff must have a valid CPR/First Aid/AED certification for adults, children, and infants to be employed by Dublin Recreation Services. Camp staff is prepared to use basic first aid skills on a daily basis to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active play. For specific Medical Standing Orders please contact the Preschool/Youth Recreation Supervisor.

- Camp staff are authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply band-aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Forms, provide more advanced first-aid (within the scope of training) as requested by parent/guardian when accompanied by physician's instructions (assist with epi pen, etc).
- Camp staff is expected to call either a child's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
- Camp staff is expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc) at all times when dealing with ANY medical situation.
- Accident/incident Forms will be completed after any treatment is provided and notes will then be recorded in the ABC log.

## **MEDICATION:**

ALL medications (including over-the-counter or nonprescription drugs) taken routinely **MUST BE LISTED ON THE HEALTH CARE FORM AND THE MEDICINE MUST BE SUBMITTED TO THE CAMP STAFF** in order to be dispensed at any Dublin Recreation Services program. Parent/guardians are requested to bring enough medication to last the entire time at camp. Medications **MUST** be kept in the original packaging/bottle that

identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of use—Camp staff WILL NOT ACCEPT OR DISPENSE any medications not in the original packaging/bottle. Medications that meet the above guidelines will be dispensed in the following way:

1. Parent must submit a Medication Log Form upon arrival to the camp site. All medications received by camp staff will be stored in a locked container (refrigeration available upon request) and dispensed according to the Health Care Form and physician's instructions by the Camp Staff.
2. The camp staff member dispensing the medication will document the date/time that the medication was given on the Medication Log.
3. When at a field trip location, the counselor assigned to a camper who takes medications will carry those medications in a small first-aid kit and dispense those medications appropriately including updating the Medication Log upon returning to camp.
4. Parent/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate, and then sign their camper back into the program.

If a camper brings medication to camp that: is not listed on the Health Care Form, AND/OR does not meet the above guidelines, AND/OR is not submitted to camp staff (child keeps in backpack or lunch bag) that medication will be stored in the locked medication container until a parent/guardian is able to retrieve it and it will NOT be dispensed to the camper. In the case that said medication is necessary for the health and well-being of the camper, the parent/guardian will be contacted to come and dispense said medications (see D). At this time the child's Health Care Form must be updated or the camper will not be permitted to remain at camp.

### **CALLING A PARENT FOR MEDICAL CONCERNS**

Camp staff is expected to call a child's parent/guardian for any medical situation that requires treatment other than basic first-aid (flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply band-aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Forms). Parents can decide at this time to both pick up their child and seek medical care of their choice, or ask the camp staff to call 911 for treatment.

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

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

### **CONTROL OF COMMUNICABLE DISEASES & PESTS**

When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the camp staff have the authority to exclude or isolate the camper within eyesight from the group. Campers with the following symptoms must be sent home and remain at home until they are symptom-free for 24 hours without the benefit of acetaminophen, ibuprofen, or anti-diarrhea medications.

- fever 100 degrees or higher,
- vomiting,
- diarrhea,
- or other signs of a possible communicable disease

For common communicable illnesses like strep, pink eye, ring worm, and impetigo that require medication treatment, children must complete a minimum of 24 hours of treatment before returning to camp. For other communicable illnesses such as whooping cough and chicken pox, the exclusion time will be longer and may require a physician's note to return to camp.

Camp participants with evidence of lice infestation will not be permitted to come to camp until treated and

nits are controlled. Upon completion of treatment, parents must submit appropriate documentation (certificate) from the lice treatment center in order for their child to return. Children with scabies are also not permitted to come to camp until treated and rechecked.

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

## **RECOGNITION & 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. After evaluation by the Recreation Supervisor, Program Administrator or Director a call is made to the Dublin Police who will then investigate and report any claims of abuse.

## **BEHAVIOR MANAGEMENT**

The behavior management policy was established with the knowledge that children need clear limits, set in ways that do not negatively influence their self-esteem. Limits are set to protect each child from hurting himself/herself, others, the equipment or facilities. The camp staff set guidelines and the goal is for each child to become a problem-solver and conflict-resolver. School's Out, Holiday Camp, & Spring Break Camp staff approach behavior management with a positive message reinforcing acceptable behavior and learning as a natural part of a child's growth and development.

The camp environment is designed to promote success, allowing for much freedom within the limits. Children need to explore the limits of each setting. Just as your children test you, they will probably test the Camp Staff sometime during the program to define our personal and camp site limits. When children do test the limits we allow the child several chances to change the behavior.

Camp staff are trained at learning to manage behavior problems through conflict resolution techniques, such as Camp Counselor/Child discussion, redirection, choices, removal from the situation, loss of privileges, and in severe situations, dismissal from camp.

Behavior will be managed according to the following steps:

1. **Remind:** The camper is reminded of the rules when acting inappropriately.
2. **Redirect:** The camper is reminded again and offered choices and solutions to their behavior.
3. **Remove:** The camper may be removed from the situation if the behavior does not improve.

If the behavior is consistent, habitual, or a severely inappropriate action:

1. There will be a Day Camp Supervisor/Parent Conference
2. There will be a Camp Supervisor/Parent/Recreation Supervisor Conference

A child at the final step may have appropriate consequences established such as a written behavior contract, loss of privileges, suspension or dismissal from camp. Severe behavior problems could result in immediate dismissal from camp. If a child cannot adjust to the camp setting and behave appropriately, the parent or guardian may be asked to find alternate arrangements for care.

In order for camp staff to effectively manage a child's behavior and be proactive about preventing behavior issues and bullying, we want to teach the children to learn to respect themselves and others at camp by implementing the following Camp Rules:

- Listen and follow directions given by all Camp Staff
- Keep your hands, feet and body to yourself

- Stay within a Camp Staff's eyesight
- Participate, do your best and show a positive attitude
- Work together and be kind
- Make safe choices and HAVE FUN!

Behavior management is the slow process of helping a child see the sense and experience the success of acting a certain way. Behavior management helps children develop self-control and respect for themselves, other people and the community. Managing behavior should never harm, shame or frighten a child. All camp staff are required to treat children with respect and use discipline as a learning opportunity.

**Physical Altercation and Anti-Bullying Policy:** If a child intentionally causes physical harm to another child, Camp Staff, facility or vehicle he/she may be dismissed from School's Out, Holiday Camp, or Spring Break Camp for a minimum of the remainder of the camp day. A parent may be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting between the camp family, Camp Supervisor and Recreation Supervisor may be requested. It is our camp policy to remove ALL participants involved in physical altercations regardless of who started the altercation.

If a child is dismissed due to a physical altercation or behavioral issue, refunds, credits and transfers are not provided due to the investment in camp staff and supplies that have already been planned for and purchased.

Bullying is considered a serious infraction and not permitted at camp. Bullying cases will be managed on an individual basis, and a decision about future participation will be determined after a meeting occurs between the camp family, Day Camp Supervisor and the Recreation Supervisor.

## **CAMP PARTICIPANT CODE OF CONDUCT**

In order for all recreation program participants to have a safe and enjoyable experience, all participants **must** demonstrate good behavior and respect for themselves as well as others. Please review these expectations with your child before his/her first day at camp.

### **As a Dublin Recreation Center Camp Participant, I agree to:**

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-toed 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 CODE OF CONDUCT**

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

1. Parents/guardians\* shall read and be responsible for the contents of the Parent Handbook & online health care form.
2. Parents/guardians\* shall read and be responsible for the information that you will receive prior to camp begins and when you sign your camper into your location.
3. Parents/guardians\* shall refrain from touching or physically contacting any child in the camp program other than their own.
4. Parents/guardians\* are not permitted to verbally insult, harass, or interrogate any child, parent or staff in the camp program.
5. Parents/guardians\* should always approach a staff member when they have a concern regarding another camper's behavior and/or interactions at camp.

Failure to abide by any of the guidelines listed above will result in a meeting with the Camp Supervisor and/or Recreation Supervisor and possible removal from the camp program (parent/guardian and/or campers).

## **Questions? Please contact us! THE PRESCHOOL/YOUTH PROGRAMMING TEAM**

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## **Sample Activities at Camp**

Dublin camps continue to provide daily programming to more than 700 campers, based on the importance of health and wellness within our community. Camp staff are required to provide daily programming that promotes a foundation for health and wellness through sports and games, arts and crafts, nature/science education, and clubs. Camp staff encourage children to participate in all camp activities and try to motivate them to participate in active play for at least 60 minutes per day.

The following list includes common activities that occur during a day at camp. While this is a comprehensive list, some activities may take place that are not listed.

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

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

**Field Trip Activities:** Athletic games, blowing, bumper boats, go-karts, intellectual games, laser tag, petting zoos, planetarium, roller coasters, roller skating, swimming, video games, walking, local attractions.

**Miscellaneous:** Carnival games, guest speakers, plays/skits, reading, singing.

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

**Character Education:** Teamwork activities, community service opportunities, skits, conflict resolution scenarios.