



## **WELCOME!**

Welcome to the City of Dublin Parks & Recreation Department, and thank you for your interest in the 2022 Preschool, Youth and Teen summer camp season.

As a nationally accredited agency through the Commission for Accreditation of Park and Recreation Agencies (CAPRA), you are now part of an organization that strongly believes in the need and benefit of recreation services.

While we are currently busy planning an amazing summer camp experience for your children, we want to begin the communication process to provide the necessary information to help you determine your child's summer plans. We understand this can be a daunting experience, so we want to simplify the process as much as we can for you.

2021 presented us with many unique challenges, which pushed us to explore new ways to support our campers, families, and staff. Since our camps ended in 2021, we have continued to plan for the modifications and procedural changes needed to occur within our day camps to ensure that best practices are in place to provide for the safest environment for our campers and staff.

Our focus is on providing an age-appropriate, **FUN** camp experience for your child, developmentally specific to their needs, with positive peer connections that build respect and social skills along with fine and gross motor development. We are so excited to continue these summer camp experiences in 2022!

All Preschool, Youth, and Teen Summer Camp Information will be posted on our Camps Webpage. Please review each section on our Camps Webpage and let us know if you have any questions prior to the start of registration. We suggest camp families bookmark this page to keep up-to-date on any new information for our camps.

Thank you for choosing our camps and allowing us to share in your child's summer experience.

### ***The Preschool, Youth & Teen Programming Team***

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## **Philosophy and Goals**

**Recreation Department Philosophy:** The City of Dublin's Recreation Services Department strives to maximize 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:**

- Embrace the diversity and acknowledge the needs, responsibilities and inherent worth of each individual
- Maintain the safety and well-being of camp participants and staff
- Develop our campers' independence, self-esteem, and peer relationships
- Teach the importance of a healthy, active lifestyle
- Develop an appreciation of the arts, nature and science

**How Do We Accomplish Our Goals?:** Our goals guide everything that we do each day at our camps. The policies and procedures that are in place provide for the safety and well-being of each camp participant and staff. We institute policies that guide a variety of topics such as: sunscreen use, medication distribution, emergency procedures, and behavior management. Our goal is for each child to feel safe, comfortable, and happy while participating in our camp programs. To achieve this, we follow guidelines set through [America's Promise](#) and the Search Institute's 40 Developmental Assets for each of our camps. We also staff our programs with qualified and competent individuals, in order for each child to receive proper support and guidance. Our team works very hard to provide an enriching camp curriculum in the areas of Arts, Character Development, Science, and Physical Movement.

### **American Camp Association (ACA) Accreditation**

Another way we accomplish our goals is through our ACA accreditation. The [American Camp Association](#)® announced in 2022 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.

Being accredited by ACA means that our Wyandot Camp was submitted to a thorough (up to 300 standards) review of its operation by ACA and complied with the highest standards in the industry. These standards include topics such as staff qualifications, safety practices, and more. All of our other summer camps follow the standards set forth by ACA, but are not currently accredited.



## **Camp Descriptions**

**Monday, June 6 – Friday, July 29**

***No Camp – July 4<sup>th</sup>***

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### **Preschool / 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 April 7 to City and School District Residents, and on April 13 to Non-Residents. Not available for priority registration.

Ages: 3-5 years  
Times: 9:00 a.m. – Noon  
Location: Dublin Community Recreation Center  
Dates: Week 1: (June 6 – 10)  
Week 2: (June 13 – 17)  
Week 3: (June 20 – 24)  
Week 4: (June 27 – July 1)  
Week 5: (July 5 – 8)  
Week 6: (July 11 – 15)  
Week 7: (July 18 – 22)  
Week 8: (July 25 – 29)  
Fee: \$85 CR, \$95 SDR/NR (*July 4<sup>th</sup> Week prorated - \$68 CR, \$78 SDR/NR*)

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#### **Playground Adventure:**

Playground Adventure is an extension of our first step in the summer camp experience that provides campers with a half-day outdoor camp. This camp provides a variety of amenities and activities designed to increase social development, self-esteem, and independence through games, songs, crafts, nature, and sports. Playground Adventure does not go swimming or take field trips.

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Weekly registration opens on April 7 to City and School District Residents, and on April 13 to Non-Residents. Not available for priority registration.

Ages: 5-8 years  
Times: 1pm – 4pm  
Location: Dublin Community Recreation Center  
Dates: Week 1: (June 6 – 10)  
Week 2: (June 13 – 17)  
Week 3: (June 20 – 24)  
Week 4: (June 27 – July 1)  
Week 5: (July 5 – 8)  
Week 6: (July 11 – 15)  
Week 7: (July 18 – 22)  
Week 8: (July 25 – 29)  
Fee: \$85 CR, \$95 SDR/NR (*July 4<sup>th</sup> Week prorated - \$68 CR, \$78 SDR/NR*)

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### **Camp Kaltenbach:**

Camp Kaltenbach is the second step in our summer camp experience that provides age specific activities for continued growth in social development, self-esteem, and independence. This full day structured camp provides a variety of exploratory activities in sport, science, nature and art. Campers swim once a week and participate in a field trip at the end of the summer.

Priority Registration (All 8 Weeks) opens on April 5 to City Residents and School District Residents.

Weekly registration opens on April 7 to City and School District Residents, and on April 13 to Non-Residents.

***Please note:*** *If a camp location fills during Priority Registration, no weekly enrollments are available.*

Ages: 5-9 years  
Times: 9:00 a.m. – 4:00 p.m.  
Location: Ted Kaltenbach Park  
Dates: June 6 – July 29  
Fee: All 8 Weeks: \$1055 CR, \$1170 SDR  
Weekly Rate: \$135 CR, \$150 SDR/NR

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**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 families interested.

Priority Registration (All 8 Weeks) opens on April 5 to City Residents and School District Residents.

Weekly registration opens on April 7 to City and School District Residents, and on April 13 to Non-Residents.

***Please note:** If a camp location fills during Priority Registration, no weekly enrollments are available.*

- Ages: 6-12 years
- Times: 7:30 a.m. – 5:30 p.m.
- Locations: Wyandot Elementary School: 5620 Dublinshire Dr, Dublin, OH 43017
- Dates: June 6 – July 29
- Fee: All 8 Weeks: \$1520 CR/SDR  
Weekly Rate: \$195 CR/SDR, \$215 NR

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**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 for the extended weeks due to limited enrollments available 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 preferred location during registration.

**Extended Week 1: August 1-5**

- Ages: 5-12 years
- Times: 7:30 a.m. – 5:30 p.m.
- Locations: Ted Kaltenbach Park, 5985 Cara Road, Dublin, OH 43016  
Dublin Presbyterian Church, 5775 Dublinshire Dr., Dublin, OH 43017  
Dublin Community Recreation Center, 5600 Post Rd., Dublin, OH 43017



Fee: \$195 CR, \$215 SDR  
\$155 CR, \$170 SDR at DCRC only - *No camp on August 5 at the DCRC due to Irish Festival.*

**Extended Week 2: August 8-12**

Ages: 5-12 years  
Times: 7:30 a.m. – 5:30 p.m.  
Locations: Ted Kaltenbach Park, 5985 Cara Road, Dublin, OH 43017  
Dublin Community Recreation Center, 5600 Post Rd., Dublin, OH 43017  
Fee: \$195 CR, \$215 SDR

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**Teen Camps**

**Adventure Camp:**

Join us on an adventure 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, swimming, ninja courses and various metro parks (and we keep adding to our lineup)! Drop-off and pick-up take place in the Teen Lounge at the DCRC. All field trip fees 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 April 7 to City and School District Residents, and on April 13 to Non-Residents. Not available for priority registration.

Ages: 11-14 years  
Times: 9:00 a.m. – 4:00 p.m.  
Location: DCRC Teen Lounge: 5600 Post Rd, Dublin, OH 43017  
Dates: Session 1: June 13 – June 17  
Session 2: July 11 – July 15  
Fee: \$275 CR, \$300 SDR/NR

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**Country Club Adventure Camp:**

In this camp, we will explore two awesome local attractions: the Safari Golf Club and Zoombezi Bay. Campers of any ability level will receive individualized instruction from trained golf professionals each morning of camp and will enjoy a daily trip to Zoombezi Bay in the afternoon. Drop off daily at Safari Golf Club and pickup at Zoombezi Bay.



Weekly registration opens on April 7 to City and School District Residents, and on April 13 to Non-Residents. Not available for priority registration.

Ages: 11-14 years  
Times: 8:00 a.m. – 4:00 p.m.  
Location: Safari Golf Club: 4850 Powell Rd. Powell, OH 43065  
Zoombezi Bay: 10101 Riverside Dr. Powell, OH 43065  
Dates: Session 1: June 27 – July 1  
Session 2: July 25 - 29  
Fee: \$300 CR, \$330 SDR/NR

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## **Fees/Payment Methods**

### **My First Camp:**

- Fee Type: Weekly
- City Residents: \$85/Week
- School District & Non-Residents: \$95/Week

### **Playground Adventure Camp:**

- Fee Type: Weekly
- City Residents: \$85/Week
- School District & Non-Residents: \$95/Week

### **Camp Kaltenbach:**

- Fee Type: All Summer or Weekly (Priority and Weekly Registration)
- City Residents: (Priority All 8 week registration = \$1055/summer), \$135 Weekly
- School District: (Priority All 8 week registration = \$1170/summer), \$150 Weekly
- Non-Residents: \$150/Week
- NOTE: Priority Registration (All 8 Weeks) camp option is available to only City Residents & School District Residents. Weekly enrollments are open to City, School District, and Non-Residents once priority registration concludes. If a camp location fills during Priority Registration, no weekly enrollments are available.

### **Wyandot Camp:**

- Fee Type: All Summer or Weekly (Priority and Weekly Registration)
- City & School District Residents: (Priority All 8 week registration = \$1520/summer), \$195 Weekly
- Non-Residents: \$215/Week
- NOTE: Priority Registration (All 8 Weeks) camp option is available to only City Residents & School District Residents. Weekly enrollments are open to City, School District, and Non-Residents once priority registration concludes. If a camp location fills during Priority Registration, no weekly enrollments are available.

### **Extended Weeks 1 & 2**

- Fee Type: Weekly (Registered during Priority Registration)
- City Residents: \$195/week
- School District Residents: \$215/week
- \$155 CR, \$170 SDR at DCRC only - *No camp on August 5 at the DCRC due to Irish Festival.*



### **Camp Meal Plan (*Wyandot Camp ONLY*)**

- Fee Type: All Summer or Weekly (Priority and Weekly Registration)
- **TBD – LUNCH PLAN IS OUT FOR BID THROUGH SCHOOLS**
- **Pricing cannot be finalized until a new food vendor is identified. In previous years, lunch cost between \$25-\$30 per week.**
- City & School District Residents: (Priority all 8 week registration = TBD), TBD Weekly
- Non-Residents: TBD
- NOTE: Participants registered for the Wyandot entire 8-week camp enrollment option must choose to pack or buy lunch for the entire 8-week camp season. Participants registered for the weekly camp enrollment option; will be able to pick and choose which weeks to purchase food, corresponding to their camp enrollment. *For additional information on our Camp Meal Plan, see the Camp Meal Plan section of the handbook.*

### **Adventure Camp:**

- Fee Type: Weekly
- City Residents: \$275/Week
- School District Residents and Non-Residents: \$300/Week

### **Country Club Adventure Camp:**

- Fee Type: Weekly
- City Residents: \$300/Week
- School District Residents and Non-Residents: \$330/Week

### **Payment Methods/Schedule:**

- ALL INITIAL FEES ASSOCIATED WITH REGISTRATIONS HAVE TO BE PAID ONLINE.
- **Priority registration for Camp Kaltenbach and Wyandot Camp** require 50% payment at the time of registration and the remaining balance on or before **Friday, May 20, 2022 at 5pm.**
- **Weekly registration for Camp Kaltenbach, Wyandot Camp, My First Camp, Playground Adventure Camp, Adventure Camp, and Country Club Adventure Camp** require payment in full at the time of registration.
- **Camp Kaltenbach and Wyandot Camp** families have three options to pay the remaining 50%:
  - Call Tammy Abel (614.410.4573), or Rachel Keitz (614.410.4575) between 8am-5pm before Friday, May 20, 2022.
  - 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".
- **Late Fees:** Payments made after the deadline date listed above will be considered late



and the parent/guardian will be charged a \$15 late fee. Camp participants will not be accepted into camp until the balance and late fees are paid in full using the methods noted above. It is the responsibility of the registrant to pay all balances on time.

**Delinquent accounts will result in termination of enrollment.**



# Registration

## Registration Procedures

1. Registration for our camps is done online through our [registration website](#) (no in person registrations are allowed).
2. Before registering, parents/guardians need to create an account by visiting the Dublin Community Recreation Center (5600 Post Rd., Dublin, OH 43017). Parents/guardians need to bring an identification (Driver's License) and prove residency (i.e. a phone bill with your address at the top) to the DCRC. Once an account is created, a user name and password will be generated that will allow you access to our registration website.
3. Contact a Preschool, Youth & Teen Programming Team member at 614.410.4550 with any questions or concerns about camp.
4. Mark down registration dates on your calendar (see below) and set alarm updates so you do not miss out.
5. Make sure your household account is active and working properly at least two days before registration begins. We recommend you DO NOT attempt to register from your cell phone or tablet. Make sure to log on to your account at our [registration website](#) from the device you will use to register, prior to registration. Log on and change password one week prior to your registration date.
6. Double check the information in your online household account is accurate and up to date. This includes email addresses, home address, and current phone numbers. Contact the front desk at 614.410.4550 if you have any issues.

## Tips for Registering

1. If you plan to enroll your child with friends, make sure you communicate your plans with those families PRIOR to registration – especially if you plan to enroll during the Priority Registration period. We are **UNABLE** to transfer participants once Priority Registration is complete (this policy is not negotiable). We also recommend having a Plan B in case your child's camp location is not available when you attempt to register.
2. To increase the probability of securing a spot at one of our camps, patrons are encouraged to log into their accounts the morning of the first day of registration. To ensure you are not locked out of our system, make sure to log on to your account **no sooner than 5:55 a.m.** on the day of registration. If you log on prior to this time, you risk being inactive and the computer will time you out. This is referred to as "web whacking" and if it occurs it may take you several minutes to log back in. The computer resets itself and **we cannot do anything from our end.**
3. At 6 a.m., you should see the activity numbers go live and show as **AVAILABLE**. If they show as UNAVAILABLE, please **first** try refreshing your browser – **DO NOT CLICK THE RIGHT CORNER X OR LOG OUT**. The control function+F5 will refresh your screen, or select the refresh button typically at the top left side of your computer screen. If after trying this the numbers are still unavailable, give us a call and we can try to assist you.

4. Keep in mind that placing the camp activity numbers in to your cyber cart **DOES NOT GUARANTEE** registration. You must proceed through to the payment screen and review your receipt for confirmation. DO NOT sit on the payment screen longer than 10 minutes; the payment program will not process your registration after this length of time.
5. Families attempting to add Extended Camp Weeks must **FIRST** enter the camp registration weeks to their cart, and then enter the appropriate Extended Week information. Due to online registrations, the only way to guarantee your child is enrolled is to view your receipt and payment information at the end of your transaction. If a wait list message pops up during your registration process for the Extended Weeks, we recommend you click yes to be added to the wait list. You should not be charged for wait list registration. If a spot opens, we will contact you to gauge your interest in enrolling.
6. Once you are logged in to your account online, we **STRONGLY RECOMMEND** you **DO NOT CLICK THE RIGHT CORNER X** at any time. This locks your account from our end, as well as from your end and nothing can be done until the system resets (which can take several minutes).
7. **Remain Calm!** We provide detailed information for planning purposes and not to cause undue panic. The Preschool, Youth & Teen Programming team will be in the office and ready to assist you on each of the registration mornings if you need further assistance.



**Summer Camp Registration Dates & Eligibility:**

<b>Priority Camp Registration Begins</b>	<b>Who is Eligible</b>	<b>Specific Camp Info</b>	<b>Priority Camp Registration Ends</b>
<b>Tuesday, April 5 @ 6:00AM</b>	<b>City &amp; School-District Residents ONLY</b>	<p><b>All 8 weeks:</b> Camp Kaltenbach and Wyandot Camp</p> <p>OPTION of adding Extended Camp Weeks &amp; Camp Lunch (Lunch-Wyandot Camp ONLY)</p> <p><i>(NO REFUNDS, CREDITS, OR TRANSFERS available if you register during Priority for all 8 weeks )</i></p>	<b>Wednesday, April 6 @ 5:00PM</b>
<b>Thursday, April 7 @ 6:00AM</b>	<b>City &amp; School-District Residents ONLY</b>	<p><b>Weekly:</b> My First Camp/Playground Adventure/Camp Kaltenbach/Wyandot Camp/Adventure Camp/CCAC</p> <p>OPTION of adding Camp Lunch (Wyandot Camp ONLY)</p> <p><i>(REFUNDS, CREDITS, OR TRANSFERS available but only as outlined in the Refund/Credit and Transfer Policy)</i></p>	<b>Monday, April 11 @ 5:00PM</b>
<b>Wednesday, April 13 @ 8:00AM</b>	<b>City &amp; School-District Residents Non-Residents</b>	<p><b>Weekly:</b> My First Camp/Playground Adventure/Camp Kaltenbach/Wyandot Camp/Adventure Camp/CCAC</p> <p><i>(REFUNDS, CREDITS, OR TRANSFERS available but only as outlined in the Refund/Credit and Transfer Policy)</i></p>	<b>Registration remains open until all remaining camp spots are filled</b>

**Accommodations Requests/Registration Information**

The City of Dublin’s Parks & Recreation Services promotes an inclusive policy for all of our programs. To provide the best overall experience for your child or to carry over IEP/504 accommodations, an appointment must be made for an inquiry of needs. Contact Jodi Shealy, Adaptive Recreation Coordinator, at 614.410.4574. **An accommodation plan MUST BE COMPLETED PRIOR TO your child’s program or camp registration. This plan is required for each seasonal enrollment.**

**For 2022 summer camp consideration, please contact Jodi Shealy to schedule your inquiry of needs before Friday, April 1, 2022.**



## **Frequently Asked Questions**

- *What's the difference between a City of Dublin Resident & School District Resident?*
  - Dublin residents reside within the City of Dublin corporate limits (paying property tax to the City of Dublin). School district residents reside in the Dublin School District, but not within the City of Dublin corporate limits. School district residents are granted "resident status" for Wyandot Camp registration ONLY because the program takes place in Dublin City School buildings that are supported by school district residents' tax dollars.
  
- *What is the WAITLIST and how does it work?*
  - When a camp enrollment reaches the set maximum capacity, it is deemed FULL. Families are encouraged to enroll their child on the wait list for that camp because cancellation requests do occur and open up some availability.
  - There is no guarantee that a spot will open up for a child, so we do not charge fees for placing children on the waitlist. If/when an enrollment spot would open up, the Preschool/Youth & Teen Programming Team would notify the next person on the wait list to determine interest in enrolling. We strongly recommend having additional enrollment options if your child's camp week is full at the time you register.
  
- *Do I need my camper's healthcare information in before registration?*
  - You do not. An email will be sent to you after your registration noting the procedure on how to input your child's information in our online healthcare management system called Campsite. Please see our Healthcare Forms – Campsite information page.
  
- *How do I confirm my child's camp enrollment?*
  - To confirm your current summer camp enrollment, log into your [Household Account](#) → Click My Account → under History & Balances, click My History → Review your household registrations. \*When viewing your household history, look at the camp name under the description, and review the status column. *The status section will inform you if your child is Enrolled OR Waitlisted.*



## **Refund Policy**

**All – 8 Week Priority Registration (Camp Kaltenbach and Wyandot Camp):** By choosing this option during registration, you are NOT eligible for refunds, credits or transfers.

**Weekly Registration (Camp Kaltenbach and Wyandot Camp):** By registering for a camp on a week-to-week basis for either of the three Camps listed above, you are eligible for refunds, credits or transfers – but only as outlined by the schedule below:

- Beginning at 6am on Monday, April 11 through Friday, April 15 prior to NOON:
  - Families are permitted to cancel up to 2 weeks of camp per child, free of charge.
  - If canceling more than two weeks per child, a \$25 administrative fee will be charged per child for EACH WEEK of camp that is refunded, credited or transferred.
- Beginning at 6am, Monday, April 18 through Friday, April 22 prior to NOON:
  - Families are permitted to request a refund, credit or transfer, but a \$25 administrative fee will be charged per child for EACH WEEK of camp that is refunded, credited or transferred.
- NO Refunds, Credits and/or Transfers granted *after* NOON on Friday, April 22:
  - This includes the need to miss any portion of camp due to vacations, athletic camps, scheduling conflicts, or any non-emergency situation. DCRC cannot accommodate a refund, credit or transfer request after NOON on May 7, therefore families will lose their camp fees (unless they choose to remain in the program).
  - Refunds for hardship situations can be requested in writing to the Director of Recreation Services and must be accompanied by proof. A hardship situation is defined as a job transfer of 25 miles or more away, job loss or camper's serious medical condition.

*\*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.*

### **My First Camp, Playground Adventure Camp, Adventure Camp, and Country Club Adventure Camp:**

These camps follow the standard DCRC Refund Policy as outlined in our *Healthy Brochure*. A Cancellation Request Form must be submitted to the DCRC Welcome Desk at least seven days before the first day of camp, for a refund of fees paid less a \$15 administrative fee. No refunds made after this time.

Please note that, for refund purposes, we now treat COVID-19 in the same way as other communicable diseases.

\*Refund Request Forms are located on the Camps [webpage](#) – please submit completed forms to a member of the Preschool, Youth and Teen team.





## **Activities at Camp**

**Activities at Camp:** Dublin summer camps continue to provide daily programming to our campers, based on the importance of health and wellness within our community. Camp staff are required to provide daily programming that promotes a foundation for health and wellness through sports and games, arts and crafts, outdoor education/science/nature, camp clubs, and character education. Camp staff encourage 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 at camp throughout the summer. Activities may take place daily, weekly or periodically during the summer. While this is a comprehensive list, some activities may take place that are not listed.

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

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

**Miscellaneous:** Carnival games, plays/skits, reading, singing, talent show, water balloons, water play (sprinklers/hoses/baby pools/water guns).

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



## **Attendance/Pick Up and Drop Off**

**Sign In/Sign Out Procedures:** For your child's safety, each child must be signed in at camp each morning and signed out every evening by an authorized adult. Children ages 12 and under may not sign themselves into or out of camp. There are NO EXCEPTIONS to this policy. Campers aged 13 or 14 may sign themselves in/out of camp following the guidelines below. Persons authorized to sign a camp participant in and out of camp must be 18 years of age or older and named as a parent/guardian on the Campsite Health Care Portal or as an authorized pick-up. Camp Staff are not permitted to be listed as an authorized pick up or emergency contact for your child/ren.

Camp staff reserve the right to call another authorized pick-up or the Dublin Police Department, if staff believe a camper could be in danger. Examples of this may include alleged abuse, a parent showing any signs or symptoms of extreme illness, intoxication, etc.

ALL parents 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. When picking up or dropping off your children, please adhere to posted speed limit and parking signs at the Dublin Community Recreation Center, Ted Kaltenbach Park, and our school locations. 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.

**Campers Participating in Activities Outside of Camp:** If your child is enrolled in specialized activities, specialty camps, tutoring, swim team, or other programs that occur during operating hours, the parent/guardian or an authorized pick-up person listed on the camper's Health Care Form, must come into camp and sign-out the child. If the camper is returning to camp on this 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.

**Camper Self Sign In/Out:** Campers enrolled in Teen summers camp who are 13 or 14 years old, have the option to sign themselves in/out of camp. Campers will not be able to sign in/out siblings, friends, etc. Parents/guardians must approve this by adding the camper as an authorized pickup within their campsite account. As an authorized pick up, the camper will receive a personalized pin number and will use this pin when signing in/out each day. If a parent/guardian has not entered a camper as an authorized pickup, the camper cannot sign themselves out.



**Absences:** Refunds or credits cannot be granted for missing camp due to illness, lice, behavioral concerns, or other unforeseen emergencies or situations. Camp staff will NOT call parents/guardians if a child does not attend camp as registered. Parents may call their child's camp site (phone numbers available when camp starts) and inform them of their child's inability to attend, but it is not required of the parent.

**Parking During Drop-Off & Pick-Up:** For the safety of our camp families, please adhere to posted speed limit and parking signs at the camp site locations upon drop-off and pick-up at camp. All camp families are asked to park in a parking spot out in the lot rather than pulling up at the curb, and in a fire lane. The reason for this is SAFETY. We have many families with small children and are not easily visible when walking to the parking lot – having to walk in between stopped cars causes more opportunities for someone to get hurt. We also see an increase in traffic backup due to the cars at the curb, reducing the space for all patrons to walk and for emergency vehicles (when needed) to pull up. This policy pertains to any camps at the Dublin Recreation Center, Ted Kaltenbach Park, and our school locations.

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

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

**Camp Hours:** Our camps follow the strict hours of operation as listed below. 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 responsibility of the parent to make every effort to pick up their child/ren before closing time. Facility space may be needed for other activities and our camp staff has other commitments, so we appreciate your support in making sure these times are upheld.

- My First Camp – 9:00 a.m. to 12:00 p.m.
- Playground Adventure Camp – 1:00 p.m. 4:00 p.m.
- Camp Kaltenbach - 9:00 a.m. to 4:00 p.m.
- Wyandot Camp – 7:30 a.m. to 5:30 p.m.
- Adventure Camp - 9:00 a.m. to 4:00 p.m.
- Country Club Adventure Camp - 8:00 a.m. to 4:00 p.m.



**Late Pick-Up Fees:** A flat fee of \$10.00 will be assessed to any individual picking up a camper later than five minutes after the program end time. In addition to the flat \$10.00 fee, a fee of \$1.00 per minute will be assessed. For example, a child picked up at 5:45 p.m. at a Wyandot Camp (5:30 p.m. end time) will be assessed the flat \$10.00 fee plus an additional \$10.00 for the 10 minutes between 5:35 p.m. and 5:45 p.m. (bringing the total to \$20.00).

**Payment of Late Pick-Up Fees:** Payment of all fees should be made online in your RecTrac account or by calling the Dublin Community Recreation Center Front Desk at 614.410.4550. Camp participants will not be permitted to attend camp until all fees are paid.



## Camp Meal Plan

### **\*\*Wyandot Camp ONLY\*\***

#### Wyandot Camp Meal Program

- **Dublin City Schools is in a bid process for their food vendor. They anticipate finalizing a decision in mid-April and we will provide families with more information at this time, specifically to include pricing and food menus.**
  - **All information outlined below should serve as a guide of what the Camp Meal Plan has looked like in the past.**
- We have partnered with Dublin City School to provide parents with the option to purchase meals for your child(ren) at our Wyandot camp locations. (This option is NOT available at any of our other camps). The program fee includes breakfast and lunch for the day (cannot be purchased separately). The process to purchase the meal program is listed below:
  - All food purchases must be made at the time of registration. Participants will NOT have the option to purchase the meal program at any other time. **Registration for the meal program is not available after May 6, 2022. Please register for lunch at the time of priority registration. There will be a cutoff date.**
  - If you purchased the meal program for your child and your child is enrolled in specialized activities or camps such as swim team, sports, tutoring, etc., during lunch hours (11-11:30am), we cannot save a lunch for your child to eat at a later time. We cannot provide individualized care for your child after our lunch period ends.
  - If participants choose to register for the entire 8-week camp enrollment option, you must choose to pack or buy lunch for the entire 8-week camp season.
  - **2022 prices are TBD.** We will know specific details when the food vendor is finalized in April.
  - Weekly enrollment participants choose to register for the week-to-week enrollment option; you will be able to pick and choose which weeks you would like to purchase food. (Please contact a member of the Preschool/Youth Team for more information)
  - Breakfast will be choice of cereal, milk, and fruit from the hours of 7:30 – 9:00am. Lunch is served from 11 – 11:30am
  - Dublin City Schools' lunch vendor (the same as they use during the school year), use no pork products, offer a vegetarian option each day, use whole grains as often as possible, use rBST/rGBH free milk and use low-fat dairy products.
  - Dublin City Schools can provide an ingredient list to camp families upon request.
  - A sample meal menu can be found on the following page.



## **Camp Staff Requirements and Staff/Participant Ratios**

**Camp Staff Requirements:** Each of our Camp Staff members is required to submit an online application and resume and attend an interview with our Preschool, Youth and Teen Team. Staff are selected based on their ability to show us they can provide our campers with a safe, fun, and engaging environment for the duration of the camp season. All camp staff must meet the following minimum requirements to be employed by The City of Dublin's Recreation Services department:

- At least 16 years of age
- Successful interview (first year only)
- Two positive reference checks – not including family members (first year only)
- Negative drug screen (annually)
- No record in the National Sex Offender Database (annually)
- No criminal record on BCII background check (annually)
- Current CPR/First Aid/AED Certifications for Adults, Children & Infants (annually)
- Completion of staff orientation which focuses on Risk Management, Safety, Behavior Management, Group Management, Child Development, Best Practices

**Camp Staff/Participant Ratios:** Staff/participant ratios are based on the recommended ratios set by our Recreation Service's department and the American Camp Association. The ratios must be followed during all programs operated by the City of Dublin's summer camps. The ratios are as follow:

- 3-5 year-old participants: 1:6
- 6-8 year-old participants: 1:8
- 9-14 year-old participants: 1:10
- Ages 6 and up for swimming 1:8

There should always be two staff members with a group of camp participants, unless they are in an area near other groups and have easy accessibility to get help in the event of an emergency. Camp Staff may never be one-on-one with camp participants when not in sight of others. The following are the only exceptions:

- At the pool, Camp Staff are responsible for monitoring camp participants in their designated area and should request help if their area becomes overcrowded.
- During pre/after care hours, Camp Staff are responsible for monitoring the children in their assigned area and should request help if their area becomes overcrowded.

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



## **Behavior Management Policies**

Our behavior management policy is based on the understanding that children need clear expectations explained in ways that they understand. Our goal is to remain positive while reinforcing acceptable behavior and learning as a natural part of a child's growth and development. You are required to know how to manage and modify behavior using the following plan and understand the importance of consistency. When in doubt, ask your Camp Supervisor or the Adaptive Staff to ensure consistency. The Adaptive Coordinator and Adaptive Assistant Supervisors have the final authority in any disciplinary action with a camp participant.

Behavior is managed through clear and consistent expectations, behavior modification guidelines, conflict resolution techniques, logical consequences, camp staff/family discussions and, in extraordinary situations, removal from camp.

### **Sharing Camp Expectations**

In addition to verbally reinforcing camp expectations on a regular basis, all camps are required to post camp expectations in each activity space as a visual reminder. You must proactively reinforce desirable behaviors to prevent problems and bullying from arising in the first place, and to teach campers to recognize and set personal boundaries.

#### *Preschool/Youth Expectations*

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!

#### *Teen Camp Expectations*

1. Teen campers are expected to work together with their peers and counselors to determine what acceptable behavior looks like at their campsite, and then adopt and post the agreed upon expectations. Teen campers are empowered to participate in this process and assist in regulation of behaviors established.
2. Campers and staff should evaluate, discuss and adjust expectations as needed on a weekly basis.



## **Behavior Modification Guidelines**

Please use the following guidelines in order (A – C) remembering that, in extreme situations, you may not make it through all five steps of “A.”

### **A.**

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)
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)

### **B.**

If a behavior is consistent, habitual, or severely inappropriate please work with your Camp Supervisor to schedule an Adaptive Coordinator/Parent discussion. During this discussion, the Adaptive Coordinator will work with the family to determine an appropriate behavior plan and expectations for the camper.

### **C.**

If a camper continues to struggle after working with the adaptive team, please work with your Camp Supervisor to schedule an Adaptive Coordinator/Camp Supervisor/Parent discussion.

A child at the final step may have appropriate consequences established such as 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.

**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 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 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 a serious infraction that is prohibited at all campsites. All camp staff are responsible for creating a camp environment that is safe and welcoming for everyone, teaching campers how to identify and report bullying and celebrating all characteristics that make individuals unique. Our staff use conflict resolution techniques to guide discussions and resolve conflicts, if appropriate. Bullying cases are managed on an individual basis, and a decision about future participation will be made after a meeting with the camp family, Camp Supervisor and Recreation Supervisor.



# **Camper and Parent Code of Conduct**

## **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 child before his/her 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**

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 all sections of the Parent Handbook (located on the City of Dublin's [Camps Website](#)) & submit the required online Health Care Form.
2. Parents/guardians shall read and be responsible for the contents of the weekly camp email update you will receive.
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).



## **Medical and Medication Procedures**

**Medical Procedures:** All regularly scheduled camp staff must have a valid CPR/First Aid/AED certification for adults, children, and infants in order to be employed by the City of Dublin, Recreation Services. Camp staff are prepared to use basic first aid skills on a daily basis to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play. For specific Medical Standing Orders, please contact the Preschool/Youth & Teen Recreation Supervisor at 614-410-4552 or pgross@dublin.oh.us.

Camp Staff is expected to manage injuries and accidents as follows:

1. Camp Staff is 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).
2. 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.
3. 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.
4. Accident/Incident Forms will be completed after any treatment is provided and notes will then be recorded in the ABC log.

**Medication Policies:** All medications (including over-the-counter or nonprescription drugs) taken routinely **MUST BE LISTED ON A CAMPER'S CAMPSITE HEALTHCARE FORM AND SUBMITTED TO CAMP STAFF**, to be dispensed at any Dublin Recreation Services program. Parents also must check in all medication with the Day Camp Supervisor or Assistant Day Camp Supervisor at each site. Parents/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. **Our camps will not accept or dispense any medications not in the original packaging/bottle.**

Medications that meet the above guidelines will be dispensed in the following way:

1. All medications received by camp staff at sign-in will be stored in the medication lock box (refrigeration available upon request) and dispensed by the Camp Supervisor or Assistant Adaptive Supervisors, according to the child's Medication Log and physician's instructions.

2. Time sensitive medication (epi-pen or inhaler) must be kept in the lock box at the site. During a swim trip, the Camp Supervisor or Assistant Supervisor attending the swim trip will sign-out time sensitive medication and place it in the First-Aid backpack. When returning to the site, all medication must be signed back in and kept in the lock box.
3. The camp staff member dispensing the medication will document the date/time/dosage that the medication was given on the Medication Log.
4. When returning from an off-site location, all camp counselors who dispensed medication off-site should update the Medication Log and return all medications to the lock box immediately upon returning to the campsite.
5. Parent/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 (camper keeps in backpack or lunch bag)

The campsite will store the medication in the locked medication lock box until a parent/guardian is able to retrieve it and it will NOT be dispensed to the camper. In the case that said medication is necessary for the health and well-being of the camper, the parent/guardian will be asked to come and dispense said medications (see 5). At this time, the camper's Health Care Form must be updated online or the camper will not be permitted to remain at camp.

**Control of Communicable Diseases and Pests:** When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the Day Camp Supervisor has the authority to exclude or isolate the camper within sight from the group. Campers with the following symptoms must be sent home and remain at home until they are symptom - free for 24 hours without the benefit of over the counter medications. For more severe illnesses, the re-admission criteria may be longer and require a physician note to return to camp.

- Fever 100 degrees or higher
- Vomiting
- Diarrhea
- Difficulty breathing
- Severe cough
- Purulent (pus) eye discharge, pain or swelling
- Evidence of lice, scabies or other parasitic infections
- Evidence of a rash, red streaks or discharge from a bug or tick bite
- Skin problems such as rashes, boils, fungal or other infections
- Severe lethargy



Campers with evidence of lice are not permitted to return to camp until they are determined to be free of lice and nits. Upon completion of treatment, parents must submit appropriate documentation (such as certificate from the lice treatment center, pediatrician note, receipt of remedy) in order for their child to return to camp or program). Treatment of the home environment is also recommended. Children with scabies are also not permitted to come to camp until treated and re-checked.

If the camper has developed a suspected communicable disease or any member of the immediate household has a communicable disease, we ask that the parents or guardians notify camp supervision.

If a family has traveled outside of the United States and has experienced symptoms of illness or communicable disease prior to the beginning of camp, we ask to be notified of the illness.

Communicable disease management at the camps will include hand washing and sanitation procedures as well as a sign posted at the campsite of any identified communicable disease.

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

**Contacting a Parent for Medical Concerns:** Camp staff are 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 Form). 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.)

### **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 Recreation Supervisor who will discuss and evaluate the evidence with the Program Administrator and/or Director. Recreation Services administration will then call the Dublin Police to investigate and report any claims of abuse.

### **Mental and Emotional Health at Camp**

The City of Dublin, Recreation Services partners with Nationwide Children’s Hospital to provide camp staff with a Mental and Emotional Health training module to better prepare them for any mental and emotional health concerns or threats that may arise with campers. In order to create a camp culture that values mental health, the City utilizes the Acknowledge, Care, Tell protocol for responding to campers who show signs of mental and emotional distress. The City of Dublin takes all threats regarding self-harm or harm to others seriously; there are no exceptions to this policy. Our camp staff are not trained professional mental health providers. Our staff are required to maintain professional relationships with campers and parents.

If a camper expresses thoughts of self-harm, harm to others, or mental instability, the policy is as follows:

First occurrence\*: Camp Staff will inform parents.

Second occurrence\*: Camp Staff will contact parent to remove child from camp and request additional information regarding mental and emotional health of camper.

Third occurrence\*: Recreation Supervisor and/or Adaptive Coordinator will request a meeting with parent/guardian to obtain safety plan, prepared by licensed clinical psychologist or licensed social worker, and discuss re-entry into camp.

\*If at any point camp staff feel a camper has made a substantiated threat of self-harm, harm to others, or mental instability, camp staff will call 911 immediately. **Crisis Hotline: 1-800-273-8255** Nationwide Children’s Hospital provides us with the National Suicide Prevention Lifeline public crisis hotline as a means of support to the community for parents, students, teachers, staff, etc.

**Local Crisis Hotline: 614-722-1800**

### **Sunscreen Application**

Please help or encourage your child to apply sunscreen prior to coming to camp as we go outdoors early in the morning. Camp Staff are required to apply or assist in the application of sunscreen for each camp participant (unless the participant’s legal guardian has indicated on the online Health Care Form otherwise) at various increments between the hours of 9am-4pm.



Based upon research and recommendations from the American Cancer Society, Camp Staff follow strict guidelines as to when children apply sunscreen regularly throughout the day.





## **Emergency Procedures/Inclement Weather**

**Emergency Procedures:** All Camp Staff are charged with responding to emergencies. The general principles that govern all emergency situations apply:

1. Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
2. Do the simplest thing consistent with good care.
3. Take care of the most important conditions first – maintain open airway, control severe bleeding, and prevent shock.
4. Engage campers not involved in the emergency in low-impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).
5. If 911 is called, the camp staff person who made the call should immediately call the Recreation Supervisor responsible for Preschool, Youth & Teen camps (or continue up the organizational chart) to inform the Division of Recreation Services of the accident/incident. All further communication with parents/media will be handled by our Recreation Service's department Preschool, Youth & Teen team or administration.

**Inclement Weather:** In the case of severe weather, camp participants will shelter inside the facility they are based out of (Wyandot Elementary School, the Dublin Community Rec Center, or Kaltenbach Park shelter). In the event of light rain, campers *may* continue with scheduled activities or similar activities outside. While swimming, pool staff will determine the safety of pool conditions and campers will return to their base site for shelter if necessary. In the event of lightning or thunder, campers shall remain inside for 30 minutes from the time of the last lightning seen or thunder heard.



# Swimming Policies and Procedures

## Swim Times/Locations:

- **My First Camp & Playground Adventure Camp** participants DO NOT go swimming.
- **Camp Kaltenbach** participants swim once a week for two (up to four) hours on Friday's at the DCRC indoor pool.
- **Wyandot Camp** participants swim twice a week for two hours on each trip (4 hours/week). Camp participants and staff swim at the:
  - North Pool – 5660 Dublinshire Dr., Dublin, OH 43017
  - DCRC Indoor Pool – 5600 Post Rd., Dublin, OH 43017
  - Wyandot Elementary swims Tuesdays and Thursdays with younger and older groups alternating pool sites.
- **Teen Adventure Camp** participants will swim once a week on Friday's.
  - South Pool - 6363 Woerner Temple Rd, Dublin, OH 43016

## Pool Day Schedule/Procedures/Policies

- **Pre-Pool**
  - Our 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 70-80 campers.
  - All of our Camp Kaltenbach campers travel together to the pool from 12-2pm.
  - Here is an example of who would swim and where on a given day at **Wyandot Camp**:

<b>Time</b>	<b>ROY – Young</b>	<b>GBP – Young</b>	<b>ROY – Young</b>	<b>GBP - Young</b>
<b>12-2pm</b>	<b>Swim Indoor</b>	<b>At Camp</b>	<b>Swim Outdoor</b>	<b>At Camp</b>
<b>2-4pm</b>	<b>At Camp</b>	<b>Swim Indoor</b>	<b>At Camp</b>	<b>Swim Outdoor</b>

We leave for the pool approximately 15 minutes before each pool session and return back on the hour or slightly after.

- We request that if possible, campers wear their swimsuits under their clothes on swim days and bring a change of clothes in their backpack for when they return from the pool. This helps alleviate a large number of campers having to change at the same time at camp.
- Please do not send money with your child for concessions.
- Campers may only swim in swim attire. Cotton t-shirts are not allowed because they are considered a safety risk. This is due to their ability to absorb water and

weigh a camper down. Campers may wear close-fitting swim shirts (long or short sleeve) provided they are designed for the water and fit appropriately (close to the body).

- Campers who still need to change into their suits, will do so after lunch (11:30am). These campers will change in either a pre-determined restroom or classroom that is either male or female specific. A counselor will wait outside of the room until every camper has successfully changed into their swimsuit.
- Campers are lined up according to their color groups and counted to ensure all campers on our attendance list are accounted for. Campers are given either a purple (non-swimmer) or orange (swimmer) wristband. This is determined by a swim test given to campers on their first day at the pool (see SWIM TEST PROCEDURES below).
- Campers either board a bus to transport them to the pool or walk to the pool if possible.

- **At the Pool**

- When campers arrive at the pool, camp staff guide them to the proper area where they will lay down their towels, shoes, etc. If they campers are at the outdoor pool, they will get into their groups and apply sunscreen. Campers will check in with their counselor once they have put on sunscreen.
- On the first pool day of camp, all campers who would like to swim in the deep end must take a swim test. The swim test has a camper swim from one end of the lap lane to the other with ease. If a camper passes the swim test, they are given an orange wristband. They will keep the purple wristband on if they do not pass the test and must remain in the shallow end. See swim test procedures section outlined below for more information.
- Once campers are ready to swim, Camp Staff enter the pool first in pre-determined locations that are spread out through the pool. A Day Camp Supervisor or Assistant Supervisor is placed at the entrance/exit of the pool for safety, to answer any parent questions, and to sign campers in/out (will have the camp cell phone on them). Please refrain from asking any questions to camp staff in the pool, because they will be watching your children. Once the staff are in position, campers are allowed to enter the pool. Campers are allowed to sit-out and will be placed next to our Day Camp Supervisor or Assistant Supervisor.
- Campers are not permitted to wear flotation devices in the water unless they are in arm's length distance of an adult. Camp Staff cannot be in arm's length distance of each child as we do not provide individual care, therefore campers may not bring flotation devices to camp.
- Any camper misbehaving in the pool or attempting to access the wrong area of the pool, will be given an immediate consequence. The consequence is five minutes out of the pool for the first infraction and removal from the pool for the remainder of the day for subsequent incidents. Safety is our number one priority for all campers.
- At rest period, campers must return to the designated area and apply sunscreen

again. They are to check in with their color group counselor after they finish applying sunscreen. At rest period, campers can lay on their towels, talk with friends, visit the splash pad (outside), or play a game in the field (outside). Camp Staff will continue to supervise campers at this time.

- Campers return to the pool at the end of rest period and once camp staff are back in their positions.
- When the period is over, campers return to the designated area and begin to dry off and pack-up. Camp Staff count the amount of campers to make sure it coincides with their original count when they arrived (plus/minus campers who have signed in/out). Once they can match their counts, they either walk back to the site in a line (Camp Staff at each end) or board the bus.
- Parents arriving at camp during their camper's swim time can drop them off or pick them up at the pool. Our Camp Staff located at the entrance/exit has a tablet on hand to sign campers in and out. Please try to avoid picking them up or dropping them off at the pool right before or after a swim session, as we may be transporting the campers at that point.
- **Post-Pool**
  - When campers arrive back at camp, they will have designated rooms to change if they wish to do so. They will then return to their color groups to resume activities at camp the rest of the day.

### **Swim Test Procedures**

- Campers test in the deep end of the pool where they cannot touch.
- A lifeguard will be 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.
- Parents may request that a camper not be able to use the diving boards or slides at the outdoor or indoor pool (we do not use the diving boards at the indoor, DCRC location). Please contact your Day Camp Site Supervisor to inform them of your request.



- Campers only need to pass the swim test once (at either the indoor or outdoor pool) to gain access to the entire pool at both the indoor and outdoor pool locations.
- Campers between 42-48" in height who pass the swim test WILL still need to take an additional test to have access to the slides at both the indoor and North pools. This test is separate because it requires campers to be able to swim against a current, and it is consistent with Health Department regulations. Campers only need to pass the slide test once (at either the indoor or North pool) to gain access to the slides at both the indoor and North pool locations.



## **Field Trips**

### **Wyandot Camp:**

- Our Wyandot Elementary site will take field trips on Wednesdays, unless otherwise noted on the schedule below.
- Participants go on scheduled field trips once a week.
- All camp participants and staff are transported to the designated field trip site in Dublin City School busses.
- Children should wear their designated green camp T-shirt on each scheduled field trip, so we can easily identify each of our Wyandot 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 an exact size for your camper.
- Specific field trip information can be found in our weekly newsletter sent one week prior to each week of camp and is available at the front desk of each campsite. Camp supervisors can answer any questions about our field trips.
- Children are NOT permitted to spend or take personal money on field trips. All field trip costs are included within your camp fees.
- Field trips are non-refundable for inclement weather, cancellation, etc. Field trips may be rescheduled if the possibility presents itself.
- Extended Weeks participants go on scheduled field trips once every week.

### **Field Trip Locations (Wyandot Camp Only):**

<b>Field Trip</b>	<b>Wyandot Elementary</b>
<a href="#">Talewise</a> & Awesome Entertainment Inflatables (on-site)	Wednesday, June 8 <sup>th</sup>
<a href="#">COSI</a>	Wednesday, June 15 <sup>th</sup>
<a href="#">Young's Dairy</a>	Wednesday, June 22 <sup>nd</sup>
<a href="#">Columbus Zoo</a>	Wednesday, June 29 <sup>th</sup>
TBD	TBD
<a href="#">Airhouse Adventure Park</a>	Thursday, July 14 <sup>th</sup>
<a href="#">Movies – Lennox Theatre</a>	Wednesday, July 20 <sup>th</sup>
Olympics (On-site)	Wednesday, July 27 <sup>th</sup>

*\*All field trips are subject to change\**

### **Camp Kaltenbach:**

Camp Kaltenbach campers will take one field trip the last week of camp.

**My First Camp & Playground Adventure Camp:** Neither camp attend field trips.



### **Adventure Camp:**

- Adventure Camp will take a daily field trip.
- All camp participants and staff are transported to the designated field trip site in Dublin City School busses.
- Campers should wear their designated camp T-shirt on each scheduled field trip, so we can easily identify each of our 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 an exact size for your camper.
- Specific field trip information can be found in our weekly newsletter sent one week prior to each week of camp and is available at the front desk of each campsite. Camp supervisors can answer any questions about our field trips.
- 2022 trip schedule is still being finalized. A few of our current adventures include kayaking, swimming, ninja courses and various metro parks (and we keep adding to our lineup)!
- 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 possibly presents itself.

**Selection of Field Trips:** Wyandot Camp and Adventure Camp 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 the safety and supervision, behavior management, and any health-related matters of each camp participant. If Wyandot Camp ever offers 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.

## **What to Bring to Camp/Lost and Found**

### **Camp Kaltenbach, Wyandot Camp, Adventure Camp and CCAC:**

- **BACKPACK/BAG** — Pack and label one 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 PLENTY of food for lunch and snacks. We are actively playing all day and the children get hungry. Pack a healthy, substantial, nut-free lunch with your child that **DOES NOT REQUIRE REFRIGERATION**. We do not provide refrigerators for camper lunches. (Wyandot Camp parents can also choose to purchase lunch on a weekly basis but **ONLY** during registration. If you choose to purchase the lunch option, we still encourage you to send snack with your child.)
- **SUNSCREEN** — Make sure your child has sunscreen already applied before coming to camp. Pack an additional bottle in their bag for application during camp. Make sure it is labeled with your camper's name.
- **CLOSED-TOE ATHLETIC SHOES** — Send your camper in closed-toe shoes appropriate for active outdoor play. Old tennis shoes are best because they are already broken in and will get very dirty. Sandals, flip flops, and Crocs make everyday activities difficult and put your child at a greater risk to trip, fall, or sustain foot and ankle injuries. (Sandals, flip flops, etc. are appropriate for pool days, **BUT** please pack them in your child's bag) Please send your child to camp in closed-toe athletic shoes so he/she can fully participate in all scheduled active play.
- **WATER BOTTLE** — Send a refillable, plastic 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**— Dress your child in swimsuit underneath clothing on swim dates and pack undergarments for after the pool. There will be time for campers to change before and after the pool, but having them dressed beforehand decreases the amount of time needed for this. You will be provided with your child's scheduled swim days on the first day of camp. *Please check Dublin Pool Rules for acceptable items.*

### **My First Camp & Playground Adventure Camp:**

- **WATER BOTTLE** — Send a refillable plastic water bottle with your camper. It is important to keep them hydrated and water does the best job.
- **SUNSCREEN** — Make sure your child has sunscreen already applied before coming to camp. Pack an additional bottle in their bag for application during camp.
- **APPROPRIATE PLAY CLOTHES & SHOES** — We play inside and out so make sure to dress your camper in clothing that is comfortable for summer. Please send them in tennis shoes! Sandals, flip-flops, and Crocs are not permitted and put your camper at a higher risk for accident/injury.
- **BACKPACK & BAG** — Please put all of your camper's things, plus any extras your child may need, (hat, extra clothes, sweatshirt, etc) in **ONE BAG** that is clearly marked with





your child's first and last name. Accidents can happen so an extra set of clothes is greatly appreciated!

- **NUT-FREE SNACKS** — We provide snack for all children. If your child has a dietary restriction, please contact us prior to their first day of camp. Families, who wish to provide an alternate snack for their child, please make sure it is completely nut free.

### **What Not To Bring:**

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

We respectfully request that the following items remain at home:

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

The City of Dublin and its staff is not responsible for *any* items or money that are lost or damaged at camp. Any items brought to camp are the sole responsibility of the camper, 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 all camps and programs. Should any of these things be found at one of our programs the Dublin Police will be contacted immediately to remove the items and address the person who brought the items to camp.

**Lost and Found Items:** The DCRC, camp staff and administration cannot be responsible for lost and found items at the end of the camp season. We keep an area designated for lost and found items beside the parent sign-in and sign-out table throughout the entire week at each location. At the end of each week and on the last day of camp, the camp participants are required to look through items and claim any missing personal items. At the end of each week, Camp Staff are required to bag all lost and found items to donate in order to best prepare the space for the upcoming camp week. ALL unclaimed items will be donated immediately upon the last day of camp. It is impossible for Camp Staff to transport or store items left behind and we cannot leave items at the camp sites.



# **Healthcare Forms/Campsite Portal**

## **Instructions**

**\*\*FAMILIES WILL RECEIVE INFORMATION REGARDING SUBMISSION OF THEIR HEALTHCARE FORMS IN THE WEEKS AFTER THEY REGISTER FOR A CAMP\*\***

### **Campsite Description**

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. 2021 forms are not good for 2022). 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 Tammy Abel at [tabel@dublin.oh.us](mailto:tabel@dublin.oh.us) or 614.410.4573.

### **Sign-Up Process**

After a patron registers for one of our Camps, their registration information is manually compiled and placed into Campsite. Patrons are contacted in early May regarding the input of current medical, demographic, and authorized pick-up/drop off information. Our patrons who already have an account will be asked to sign back into their account and re-enter/update their children's information. Patrons new to our camps, will be emailed with information regarding setting up their account. Once their account is set-up, they will be able to go in and log into the system.

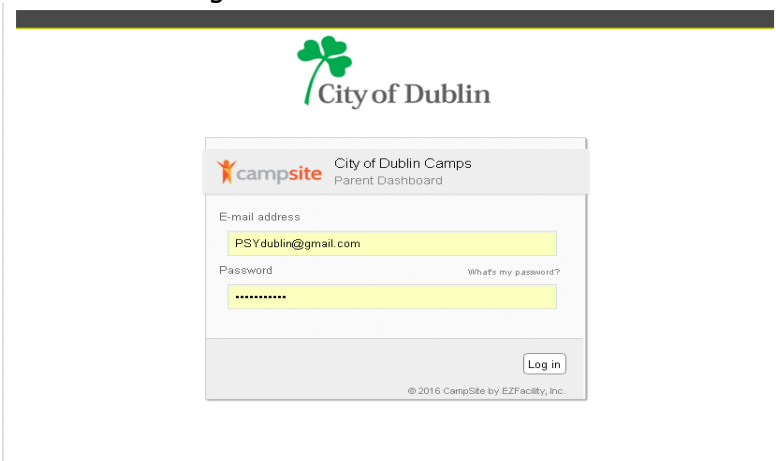
Camp participants who participate in our Camps, must have a current health care form on file **BEFORE** they are permitted to attend camp. The deadline for the submission of forms will be **Friday, May 20th at 5:00pm**. Failure to complete these forms will disallow your child from attending camp until all forms are fully complete and on file.

### **Directions on Completing Forms on Campsite**

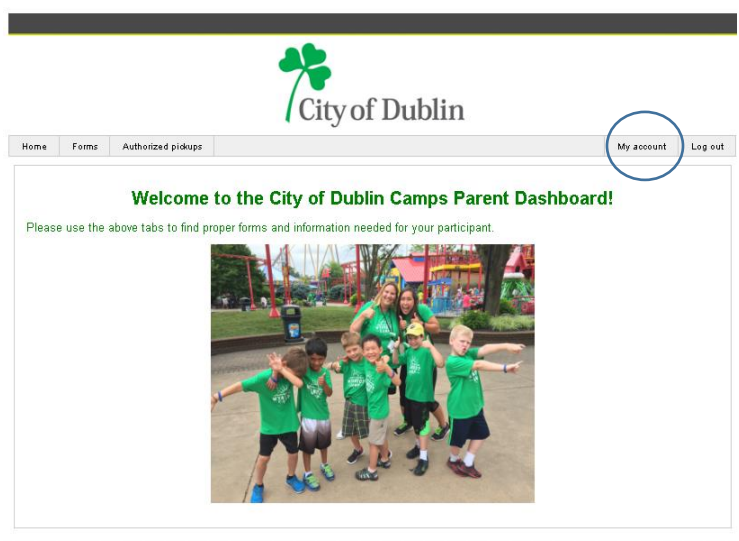
1. Log-on to: <https://dublinohio.campmanagement.com/campers> (remember, you must be registered for one of our programs AND received an email from Campsite before you can sign-on to Campsite)
2. Enter your email address and password associated with your account. An email should

have been sent to you with this information. You can click "What's my password" if you have forgotten your password (you will need to know your email).

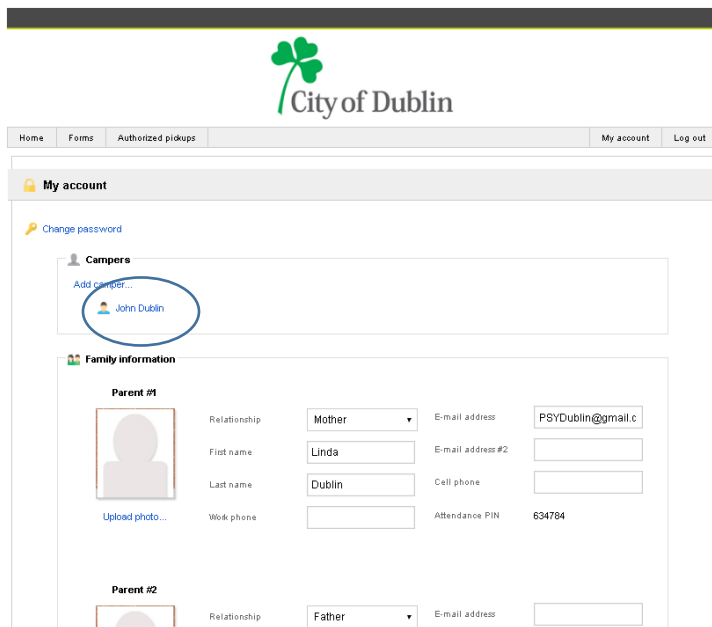
3. Click "Log-in"



4. You will be taken to the Parent Dashboard homepage seen below.
5. Click on the tab "My Account". You will be taken to the screen below.



6. You will find that some of your information will be filled in. This information is populated from our registration system here at the DCRC. Please fill in any missing information or update any incorrect information. **It is very important you add a second parent, if applicable, so that they will be able to receive an attendance pin.** Additionally, please upload a current photo of yourself.



7. Click on the name of your camper. In this example it is "John Dublin". You will be taken to the page below.
8. You will find that some of your camper's information will be filled in. Please fill in any missing information or update any incorrect information (an email address for the camper is not necessary). Please upload a picture of your camper.
9. Click "update camper information" when you are finished.



10. When you are finished, click on the "forms" tab in the upper left section of your screen.



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Camper information for John Dublin



**Camper information**

First name

Last name

Middle name

Nickname

E-mail address


Gender

Date of birth

Grade entering, Fall 2016

Name of school

11. Click on the name of the child you wish to fill forms out for.



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Forms

[Forms for John Dublin](#)

12. On this page you will find three different Healthcare Forms that need to be completed. Click on Healthcare Form Part 1.



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Forms for John Dublin

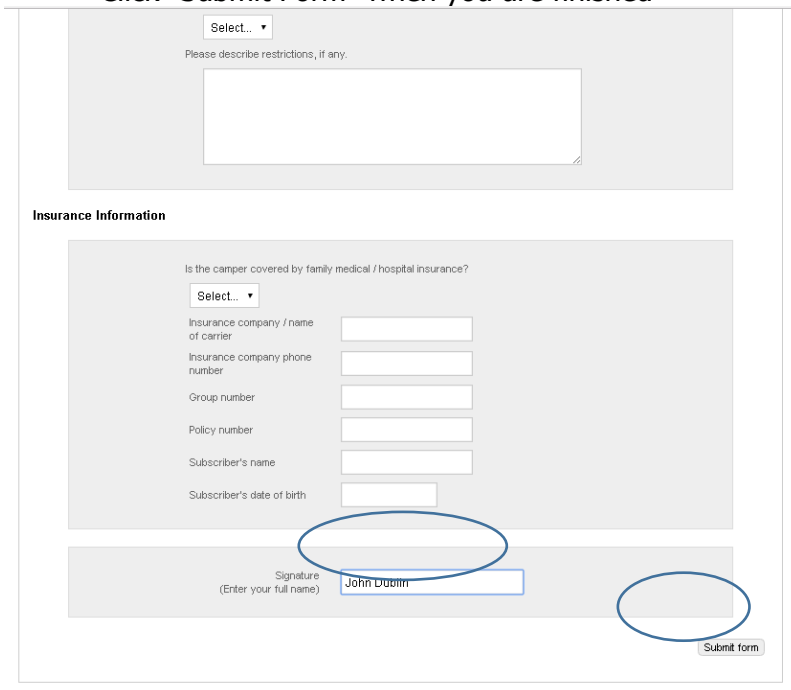
**Camp Forms**

Please complete all three of the forms below to the best of your knowledge. If you have questions regarding any of the forms please contact Sharon Adamek at 614-410-4575.

**Medical forms for 2016**

Type	Name	Due date	Received?
<a href="#">Web form</a>	<a href="#">Healthcare Form Part 1</a>	October 10th, 2016	No
<a href="#">Web form</a>	<a href="#">Healthcare Form Part 2</a>	October 10th, 2016	No
<a href="#">Web form</a>	<a href="#">Healthcare Form Part 3</a>	October 10th, 2016	No

13. Fill in the information in the fields displayed. **Questions written in bold are mandatory.** Please fill in all the information you can.
14. At the bottom of each page, you will need to write your full name to complete the form. Click "Submit Form" when you are finished



Select...  
Please describe restrictions, if any.

**Insurance Information**

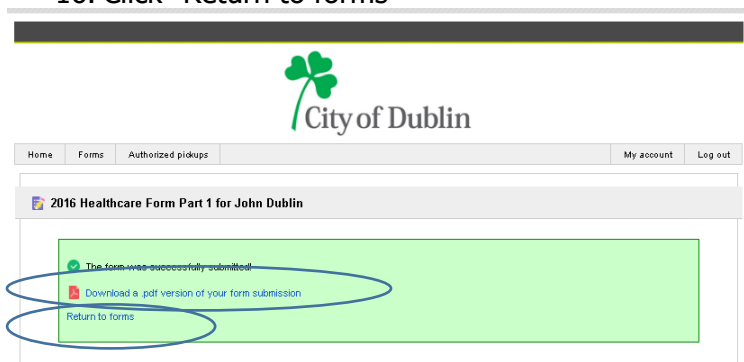
Is the camper covered by family medical / hospital insurance?  
Select...

Insurance company / name of carrier  
Insurance company phone number  
Group number  
Policy number  
Subscriber's name  
Subscriber's date of birth

Signature  
(Enter your full name) John Duinn

Submit form

15. After you submit your form, you will be taken to the page below. If you would like to keep a copy of this form for your records, click "Download a .pdf version of your form submission".
16. Click "Return to forms"



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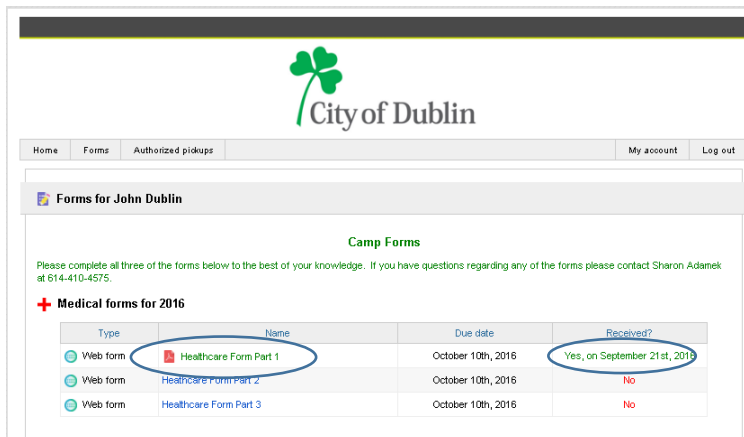
2016 Healthcare Form Part 1 for John Dublin

The form was successfully submitted.

Download a .pdf version of your form submission

Return to forms

17. You will be taken back to the Camp Forms page where you will follow instructions 13-16 for Healthcare Forms 2 and 3.
18. When you have successfully completed each form you will see a "Yes, on (date)" under the "Received" column. As a note, camp forms need to be updated every year. You will also find a "Due Date" indicating when a form is due. To resubmit your form, simply review your information and click "submit form" again for each form.



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Forms for John Dublin

**Camp Forms**

Please complete all three of the forms below to the best of your knowledge. If you have questions regarding any of the forms please contact Sharon Adamek at 614-410-4575.

**+ Medical forms for 2016**

Type	Name	Due date	Received?
Web form	Healthcare Form Part 1	October 10th, 2016	Yes, on September 21st, 2016
Web form	Healthcare Form Part 2	October 10th, 2016	No
Web form	Healthcare Form Part 3	October 10th, 2016	No

19. When you have submitted all three forms, please click on the "Authorized pickups" tab.



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Forms for John Dublin

**Camp Forms**

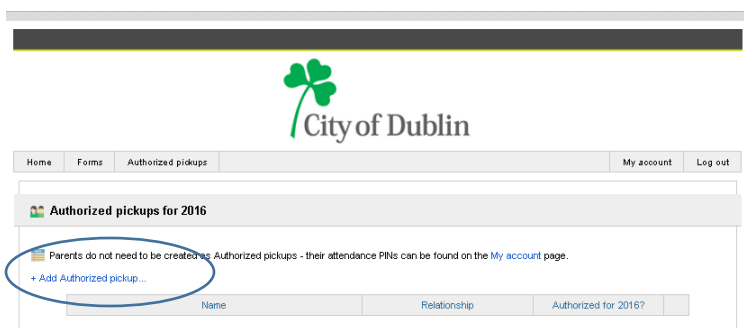
Please complete all three of the forms below to the best of your knowledge. If you have questions regarding any of the forms please contact Sharon Adamek at 614-410-4575.

**+ Medical forms for 2016**

Type	Name	Due date	Received?
Web form	Healthcare Form Part 1	October 10th, 2016	Yes, on September 21st, 2016
Web form	Healthcare Form Part 2	October 10th, 2016	No
Web form	Healthcare Form Part 3	October 10th, 2016	No

20. 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 already should have been added as an authorized pickup in the "My Account" section.** Attendance pins will be used to sign campers in and out.

21. To add an authorized pickup, please click on "+Add Authorized pickup."



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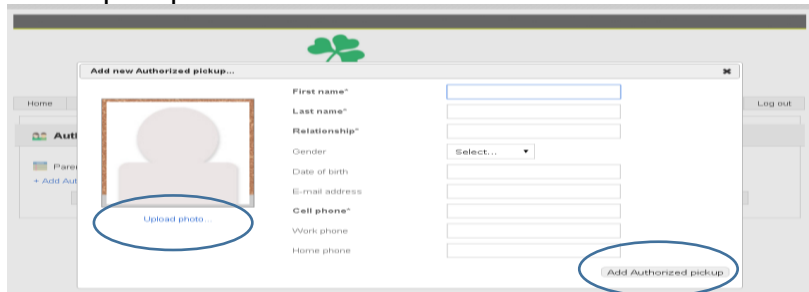
Authorized pickups for 2016


Parents do not need to be created as Authorized pickups - their attendance PINs can be found on the [My account](#) page.

**+ Add Authorized pickup...**

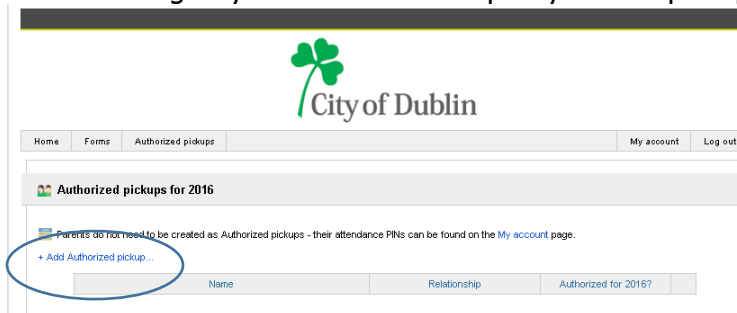
Name	Relationship	Authorized for 2016?
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22. You will be taken to the page below. Please fill in the information requested. The cell phone of the authorized pickup is important, because an Attendance Pin will be sent to their phone through a text message. Please upload a picture of your authorized pickup if you have one available. The City of Dublin, Recreation Services reserves the right to check identification if staff deem it necessary.
23. After you have completed all of the necessary information click on "Add Authorized pickup".



24. You will be taken to the page below noting the name, relationship and if they are authorized for the current year. Authorized pickups can be deleted using the  button. They can also be made active and inactive for the camp season.

25. 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 from camp.



26. Once you are completed with entering your authorized pickups, you can review your information or click "Log out" at the top right of your screen.