



**Powell Parks & Rec**

**2018**  
**Summer Camp**  
**Handbook**



# Powell Parks & Rec

Dear Summer Camp Parents,

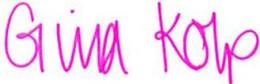
I would like to welcome you to City of Powell Summer Camps and Programs! The City of Powell Parks & Recreation Department strives to create programs and activities that will be fun, educational, and engaging for the community. This summer camps will be offered weekly May 29 through August 14. We will not have programs on May 28 in observance of Memorial Day, June 21 -22 for Powell Festival, and July 4 in observance of Independence Day.

This handbook has been prepared for your convenience to inform you of our policies and procedures and to answer many of the questions that you might have about our programs. I ask that you keep this handbook in a place where it won't get lost so you can refer to it from time to time to confirm certain dates and policies.

It is our intention that the City of Powell Summer Camps run as smoothly as possible, and with your participation and cooperation I'm sure that it will. I hope you will find our program both convenient and satisfying.

If you have any questions, please contact Gina at (614)885-5380x1069 or [gkolp@cityofpowell.us](mailto:gkolp@cityofpowell.us).

Sincerely,



Gina Kolp  
City of Powell  
Parks & Recreation Supervisor

## **Powell Parks & Recreation Philosophy**

The Parks & Recreation Department strives to create community through people, parks and programs. We are proud to offer a place for you and your family to play, learn, create and imagine.

## **Program Goal**

The primary goal of Powell Recreation Programs is to provide a fun, safe, enriching, and affordable place for children to attend.

## **City of Powell Summer Camps offer...**

...support to parents.

...an informal environment where children can learn about themselves and others.

...a place for children to develop skills and form friendships.

...a place to experience accomplishments and build a sense of self-worth.

...a recreational program that encourages children to be active and have fun.

## Policies & Procedures

### 1. Registration

Registration must be completed prior to your child attending the program.

**Registration will not be accepted at the Adventure Park Recreation Facility.** Transactions must take place at the Village Green Municipal Building—47 Hall Street.

### 2. Enrollment Policy

It is unlawful for the program to discriminate in enrollment of children upon the basis of race, color, religion, national origin, sex, gender, or disability. The City of Powell is committed to inclusivity and accessibility. Reasonable accommodations to enable access will be assessed on an individualized basis. Please contact the Recreation Supervisor in advance of the camp season to discuss reasonable accommodations that may be necessary for your child.

Once a child is enrolled in City of Powell programs his/her place is held, unless notified otherwise.

### 3. Hours of Operation

- Summer Camps will run from May 29 through August 14 and operates Monday- Friday 9:00am-5:00pm.
- If your child is ill or not going to be at camp please call the Recreation Supervisor and leave a message on her voice mail to inform summer staff.

Please note: If a child does not arrive at camp by 9:15am it will be assumed they will not be attending for the day. Phone calls will not be made to parents.

If a field trip or event is planned away from the Adventure Park Recreation Facility and your child has not arrived by the trip's departure time you will need to bring your child to the away location or make other childcare arrangements for your child for that day. It will not be possible to delay a trip to wait for a child.

### 4. Behavior management

The Summer Camp behavior policy is 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 him/herself, others, the equipment or facilities. The Summer Staff set guidelines and use various techniques for group management. The goal is for each child to become a problem-solver and conflict resolver.

Our 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 us sometime during the program, to define our personal and camp limits. When children do test the limits we allow the child several chances to change the behavior of concern...

- a) Behavioral problems will be managed through conflict resolution techniques, such as, staff/child discussion, redirection, choices, removal from the situation, loss of privileges, and in severe situations dismissal from the program.
  
- b) Behaviors of concern will be managed according to the following steps:
  1. There will be a Staff/Child conference
    - Verbal
    - Redirect Child's Actions
    - Choices
    - Offer Solution
    - Removal from the Problem Situation

If the behavior of concern is consistent, habitual, or a severe inappropriate action:

2. There will be a Staff/Parent Conference
3. Staff/Parent/Supervisor Conference

A child at the final step may have appropriate consequences established such as loss of privileges, suspension or dismissal from the program. Severe behaviors of concern could result in immediate dismissal from the program. If a child cannot adjust to the program setting and behave appropriately, the parent or guardian may be asked to find an alternate program for the child.

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 behaviors of concern should never harm, shame or frighten a child. All employees are required to treat children with respect, and use discipline as a learning opportunity.

## 5. Lunch & Beverages

- a) All children are to bring their own lunch and drinks from home.
- b) All children are required to sit with the group during lunch time.
- c) We ask that you and your child avoid packing soda and sugary foods. We encourage healthy lunch food items such as: 100% fruit juice, peanut butter & jelly, raw vegetables & dip, fruit, granola bars, lunch meats & cheeses, whole grain crackers, pretzels, raisins, yogurt, mini bagels, dried fruit and nuts. \*If you pack a lunch with nuts please let us know that morning, to avoid any allergic reactions.
- d) Please send a labeled disposable water bottle with your child on a daily basis. If you send a reusable container please remember to take it home daily for cleaning. Any containers leftover at the end of the week will be disposed of. Water is always available to your child.
- e) Lunch should be nutritious and encompass at least three food groups. Ohio Department of Education and Department of Job and Family Services guidelines require nutritious lunches and snacks.
- f) Please send food in small coolers/lunchboxes or foods that require no refrigeration.

## 6. Sign In/Sign Out

- a) For your child's safety, each child must be signed in when they are dropped off in the morning and signed out when they are picked up in the evening. A child may not sign him/her-self in or out, unless otherwise discussed and written consent is approved by the Recreation Supervisor. (Your initials are sufficient.) Persons who are authorized to pick up your child must be at least 18 years of age.
- b) Sign in/sign out sheets will be located at the front entrance of the Adventure Park Recreation Facility. (This is the entrance closest to the street.)
- c) Failure to comply with this policy could result in suspension from the program.

## 7. End of Day Closing (release of child from program)

- a) Our program closes at 5:00pm. Parents should make every effort to pick up children by this time. Our Summer Staff have other commitments after this time. If for any reason you will be delayed in picking up your child please call the Recreation Supervisor to keep the Summer Staff informed.
- b) Children not picked up by 5:00pm will be charged \$5 for any part of the first 15 minutes and \$1 for each additional minute after 5:15pm. This charge will be assessed by the Recreation Supervisor.
- c) Picking up a child late for the third time will be considered grounds for dismissal. **This policy will be strictly enforced.**

## 8. Additional Safety Policies

- a) The person picking up a child must enter the building, sign out, and inform the Summer Staff that the child is leaving.
- b) No child will exit the camp site alone.
- c) The Summer Staff must be notified in advance (in writing), if someone other than the persons listed on the Emergency Medical Form is going to pick up the child. A child will not be released to an unauthorized person.
- d) The Summer Staff and the Recreation Supervisor must be notified in writing if there is a specific individual who should not be picking a child up. If there are special custody arrangements for the child the appropriate documentation must be on file.

## 9. Emergencies

- a) Emergency Medical Forms must be filled out by parent/guardian prior to the first day of the program and will be kept on file at the Adventure Park Recreation Facility.  
Procedures for emergencies will follow procedures as stated on the Emergency Medical Form.
- b) If a medical condition is listed on the Emergency Medical Form, a *Child/Medical/Physical Care Plan Form* must be filled out to inform and train the Summer Staff of all necessary instructions to properly care for your child.
- c) Depending on the seriousness of the emergency, parents will be notified immediately and emergency medical providers will transport children to the proper emergency medical or dental care facility.

## 10. Medications

- a) The Powell Parks & Recreation Department has a strict policy against administering any type of medication that is not prescribed by a physician. We will administer only personal prescriptions filled by a pharmacist with a label bearing the child's name and directions for administration. The parent must complete the proper Medication Authorization Form and must give the medication to the Recreation Supervisor.
- b) Sunblock for prevention of sunburn is permissible, however each child must have his/her own individual bottle, labeled with your child's name. Any type of sunscreen is permissible.

## 11. Voice Mail and Cellular Phones

- a) The Summer Staff has a cell phone with them at all times for emergencies\* only during program hours 8:30am-5:30pm.  
\*An emergency is anything that needs to be dealt within 15 minutes or less.
- b) For non-emergencies please contact Anne and she will be able to get in contact with Summer Staff to let them know the situation. Examples of non-emergencies are: caught in traffic, running a few minutes late.
- c) The Recreation Supervisor has access to e-mail throughout the day and checks it periodically, this is another great way to let us know of non-emergency situations.
- d) Contact Information:
  - Emergency Cell Phone: (614) 796-6272  
\*You can text this number, but please include your name and your child's name.
  - Non-Emergency Phone—Anne: (614)885-5380
  - Recreation Supervisor Voice Mail: (614)885-5380x1069
  - Recreation Supervisor E-Mail: [gkolp@cityofpowell.us](mailto:gkolp@cityofpowell.us)

## 12. Parent Participation

Parent concerns, opinions and suggestions are always welcome. Parents who need assistance with concerns or questions about the program may contact the Recreation Supervisor or the City of Powell Municipal Building. Conferences with Summer Staff or the Recreation Supervisor are available upon request of the parent.

## 13. Clothing

Send your child dressed appropriately and comfortably. Be ready for warm/cold, rain/shine!

In order to safely participate in all activities, your child should have tennis shoes each day at camp. Sandals and other water shoes may be brought to change into when water activities are done. You will be notified the day before when these are needed.

If your child will be changing into a swimsuit for pool/water days Summer Staff will not be allowed to help them.

\*If you have questions or a specific need regarding this policy please contact the Recreation Supervisor.

## 14. Personal Belongings

If your child brings personal belongings to camp s/he must be responsible for those items. City of Powell Parks & Recreation Department will not be responsible for any damaged or lost items. All personal belongings must be taken home on a daily basis. This includes food and beverage. No personal items can be stored at camp sites. Blankets/pillows/bedding of any kind are not permitted at Powell Camps.

Items left at camp will be disposed of at the end of the following week.

## 15. Electronic Media Policy

Electronic game devices including, but not limited to DSI, PSP, I-Touch, Gameboy Advance any other expensive electronic devices including cell phones and MP3 players are not permitted at Powell Camps. Any exceptions to this will be shared with parents and campers the day before the exception is to occur.

## 16. Field Trips

We will be taking weekly field trips during the summer. We will depart from the Adventure Park Recreation Facility according to the schedules you will be provided. We will always return from field trips before the end of the day (4pm Monday-Thursday and 5pm on Friday). If your child is unable to attend a field trip, indicate this on the field trip permission slip form and please inform the Summer Staff. We will not be able to delay a trip because you are delayed arriving at the program. Please make other arrangements for that day. Your child will not be able to attend camp the day of that trip. Detailed field trip information will be shared the week prior to camp. **Your child will need to bring their lunch in a disposable bag for all bus field trips.**

### WALKING FIELD TRIPS:

We may go on several field trips within walking distance of the Adventure Park Recreation Facility. Some of these trips might be as close as across the street, next door, a nearby park or local business. To make these short trips easier for the Summer Staff and for you we ask that you sign and return the Walking Field Trip Permission Form to be kept on file at the program site. You will be informed of the trip ahead of time.

### FIELD TRIPS BY BUS:

We have scheduled several special field trips to various places in and around central Ohio. These trips require transportation. We will be transporting the children by bus on these trips. The bus has a first aid kit and all the Summer Staff have been trained in first aid. You will be given the schedule for each of the trips and asked to sign a separate consent form for each trip.

All field trip costs are paid through your child's summer camp fees. Field trips are designed to be self-sufficient with no additional cost for the parent/guardian of each participant. Campers are permitted to bring money on field trips, but Summer Staff is not responsible for any money sent with your child. We encourage less than \$5 if you do send money in with your camper. The Summer Staff will determine in advance if participants should take their lunch with them to the field trip location. Children should always bring their water bottle with them. Children will be required to wear identification bracelets on these field trips.

## FIELD TRIPS TO THE OSA 'POWELL' POOL

Each camp will be going to the OSA 'Powell' Pool throughout the summer. Pool trips are typically Wednesday afternoons, they will be indicated on the schedule you receive the week prior to camp.

Children will be provided with the rules and safety information of the pool. Each child will need to follow the expectations put in place by the pool.

### **Safety Policies**

1. No child is to be left unattended or unsupervised. Children may use the restroom or get a drink with the City of Powell Summer Recreation Staff's permission if the entire group within the program resides indoors. If the entire group within the program is outdoors or on a field trip, there will be group restroom breaks supervised by Recreation Staff.
2. The staff takes attendance daily and greets each child as s/he arrives at the program.
3. The program staff has immediate access to a working telephone at all times.
4. The fire emergency and weather alert plans are posted at the Adventure Park Recreation Facility.
5. Each child is accounted for on field trips. The child will wear an identification band on their wrist with Powell Parks & Recreation contact information. Emergency forms will be accessible at all times during the field trip. We will use specialized transportation and a certified driver for all field trips.
6. A person trained in CPR, first aid, communicable disease, and child abuse prevention shall be available at all times.
7. An accident report will be completed when any injury occurs or when any staff member administers first aid. The accident report will be filed at the Recreation Supervisor's office and a copy given to the parent.
8. The Recreation Supervisor and Recreation Staff are required to immediately notify the local public children services agency when they suspect that a child has been abused or neglected.

# Powell Parks & Rec Handbook Agreement



My child(ren) and I have read the Powell Parks & Recreation Summer Camp Handbook. We agree to follow the expectations set forth in the handbook and will comply if the expectations are not being met.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent or Legal Guardian Name \_\_\_\_\_

Child 1 Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Child 2 Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Child 3 Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Child 4 Signature \_\_\_\_\_

Printed Name \_\_\_\_\_