

City of Bedford  
Parks and Recreation Department  
165 Center Rd.  
Bedford, OH 44146  
(440) 735-6570



May 23, 2018

Dear Campers, Parents & Guardians:

Welcome to the 2018 Bedford Parks and Recreation Department Summer Camp! We are excited to have your camper for a summer filled with fun! We have quite a few field trips planned, lots of games and swimming, and most importantly an energetic staff that is ready to provide an exciting experience in a safe environment.

**Handbook, Forms and Online Waivers**

Enclosed you will find our parents' handbook and required forms. Please carefully review the handbook and complete all the forms. All forms must be submitted prior to your child's participation in camp. Please note that two field trip waivers (Zip City and Sky Zone) are not included in the enclosed packet because they must be completed online.

**Ellenwood Center**

Ellenwood Center is the home of our camp. Currently the building is undergoing a construction project on the main floor. Camp will utilize the second floor and the gym. Drop off and pick up will take place at the east end of the building. Campers should be brought upstairs daily and dropped off in their respective home room by their parent/guardian. Note that the main floor of the building is not in use and should not be accessed by campers or parents. Campers will utilize the restrooms located off of the gym/kitchen area.

**T-shirts**

Campers are required to wear an issued camp shirt daily. Each camper will receive two shirts and additional shirts can be purchased for \$10.00.

**Parents Meeting**

All parents are strongly encouraged to attend a meeting on Tuesday, June 5, 2018 at 6:30 PM at Ellenwood Center in the gym. At the meeting parents will have a chance to see the spaces in Ellenwood Center that will be used by the camp, obtain camp t-shirts, meet our new camp director and the rest of the staff, and have an overview of the activities planned for camp.

Again, please review the enclosed packet carefully and complete all forms, and visit the respective websites for the additional waivers (Zip City and Sky Zone). Forms can be submitted to our office at City Hall, at the parents meeting, or on the first day of camp. Campers without forms completed will not be admitted, so early submission either at the parents meeting or to our office at City Hall is strongly suggested. Forms can also be scanned and emailed to [mcallahan@bedfordoh.gov](mailto:mcallahan@bedfordoh.gov). If you have any questions, please contact our office at 440-735-6570.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Callahan".

Michael Callahan, CPRP  
Assistant Director

# **Welcome to the Bedford Parks and Recreation Department's Summer Day Camp Program**

This handbook should be used as a guideline to answer your questions about the camp program. If you have additional questions, please call the office at 440-735-6570.

Our goal is to provide a positive camp experience which promotes personal and social development through creative summer activities.

## **CAMP DATES & TIMES**

Summer Camp is a 9 week program held Mondays through Fridays starting at 9:00 am and promptly ending at 4:00 pm.

*3 Sessions to choose from or sign up for all 3 sessions and save!*

Session 1: June 11 – June 29

Session 2: July 2 – July 20 (No camp July 4)

Session 3: July 23 – August 10

## **CAMP HOURS**

Mondays through Fridays 9:00 am to 4:00 pm

*Before & After Camp is available*

## **CAMP LOCATION**

Ellenwood Center, 124 Ellenwood Avenue

## **CAMP GROUPS**

The Summer Camp is for kids in kindergarten to fourth grades; child must be at least 5 years old and not older than 12 on their first day of camp. Camp consists of sports, swimming, activities, field trips and much more. The schedules and activities are age appropriately planned. A tentative calendar will be available prior to the start of camp.

## **DROP-OFF**

Campers are to be dropped off no earlier than 9:00 am. Parents/guardians must bring children into Ellenwood Center and will sign their child into the program on a daily attendance sheet.

## **PICK-UP**

Campers are to be picked up promptly at 4:00 pm at Ellenwood Center. Children will only be released to the parents/guardians and individuals listed on the Authorization Form. Parents/guardians will sign their child out on the daily attendance sheet. Children will not be released to unauthorized persons.

## **DROP OFF & PICK-UP AUTHORIZATION FORM**

For the safety of all participants and staff – children need to be signed in each morning and sign-out each afternoon. An Authorization Form detailing anyone who may or may not drop off or pick up a child must be completed and signed prior to the child's first day of camp. If a parent/guardian would like to add or remove names from the Authorization Form they may do so in person at the main office.

### **PERMISSION TO WALK TO & FROM CAMP AUTHORIZATION FORM**

Children 10 years of age and older may walk to and from camp. Children will not be released to walk home during camp hours. Children will be released to walk home at 4:00 pm. If weather is inclement, children will not be permitted to walk home and must be signed out by an authorized adult. Children not picked up by 4:00 pm will participate in Extended Care. Extended Care fees apply. Fee must be paid when picking your child up. The child will not be permitted to attend camp until all fees are paid.

### **EXTENDED CARE**

Available mornings from 7:00 am to 9:00 am and afternoons from 4:00 pm to 6:00 pm. Must register and pay in full at least one week prior to service. *Early Bird discount does not apply to Extended Care rates.* Cost is \$20 per week per AM or PM (\$40 per week if attending both AM & PM when registered in advance. Drop-ins accepted based on availability at a rate of \$5 per day/per AM or PM session. In the event of an unforeseen incident where you will be late picking up your child, your child will participate in Extended Care at a rate of \$5 which must be paid when picking up your child. The child will not be permitted to attend camp until all fees are paid.

### **WHAT TO BRING TO CAMP**

Children are to wear appropriate clothes to camp, including socks and tennis shoes. For the safety of all children – sandals and flip flops are not permitted. Sandals and flip flops are only permitted for use on the pool deck. Each camper should bring a backpack with one complete extra set of clothing (including underwear and socks), a reusable water bottle, sunblock and bug spray (if desired), hat to help keep the sun off of your child's face, and a bathing suit and towel. Please do not send your child to camp in their best clothes and shoes as they will get dirty, muddy, and wet.

### **INSURANCE**

The Bedford Parks and Recreation Department does not provide insurance coverage for participants. Parents should check their individual insurance policy for coverage.

### **EMERGENCY MEDICAL AUTHORIZATION FORM**

Counselors will be stocked with bandages and minor first aid supplies. If your child has been injured camp staff may notify a parent/guardian depending on the significance of the injury. In the event of a serious injury, emergency assistance and parents/guardians will be contacted immediately. Camp staff will refer to the Emergency Medical Authorization Form for additional contact information and for parent/guardian emergency authorization. Please be sure your child's emergency contact information is always up-to-date and alert staff of any changes. The Emergency Medical Authorization form must be completed and signed prior to the child's first day of camp. On this form please list any special needs your child may have so we can best be prepared to provide a positive camp experience.

### **MEDICATION AUTHORIZATION FORM**

If it is necessary for your child to receive medication while attending camp, a Medication Authorization form must be completed and submitted prior to the child's first day of camp. The form must be signed by the parent/guardian and child's physician for both prescribed and over the counter medications. The parent/guardian must personally hand the medication to the Camp Director in its original container with the dosage clearly marked. Children are not permitted to take medications of any kind on their own.

## **COMMUNICATION**

Communication between children, parents, and staff is important to a successful summer camp experience. Communication will be done via phone calls, text messages, emails, and notes. Please feel free to contact the Bedford Parks & Recreation Department during business hours with any questions, concerns, or suggestions regarding the program. Parent and child input is always welcome.

## **GETTING A MESSAGE TO YOUR CHILD**

If a situation arises and you need to get a message to your child, please call the Bedford Parks & Recreation Department office at 440-735-6570 and staff will get a message to the Camp Director.

## **BEHAVIOR**

Children are expected to exhibit appropriate behavior at all times. The following guidelines have been established to ensure the camp program is safe and enjoyable for all:

1. Show respect to staff and participants at all times.
2. Treat others as you would like to be treated.
3. Conduct yourself in a manner that will not jeopardize your safety or safety of staff and participants
4. Stay with designated group and staff at all times and obey camp designated boundaries.
5. Do as you are asked, upon the first request.
6. Using profanity, derogatory language, and/or negative nonverbal expressions are prohibited.
7. Physical aggression is prohibited.
8. Be respectful of City property and the property of others.
9. Obey bus rules when traveling to and from field trips.
10. Play Hard. Play fair. Have Fun.

## **DISCIPLINE**

The Bedford Parks and Recreation Department staff will treat children with respect and set clear expectations and boundaries. For children who experience difficulty with this structure, staff will work with the child and their parents/guardians to create a plan that meets the need of the child while ensuring the safety and trust of staff and participants. Frequent disrespect towards staff, campers, or property may result in child's dismissal from camp. A child may be immediately dismissed from camp for any one instance depending on the nature of the incident.

## **PERSONAL BELONGINGS**

Personal items should be left at home as they can get lost, stolen, or broken. Any items brought to camp must have prior approval by the Camp Director. Approved items should be clearly marked with the child's first and last name. The City of Bedford Parks & Recreation Department is not responsible for any lost or damaged items.

## **CELL PHONES & ELECTRONIC DEVICES**

Children's cell phones and electronic devices must be kept in their backpacks. Children will not be permitted to use these devices without their counselor's permission. If you need to reach your child during the day please contact the main office. The City of Bedford Parks & Recreation Department is not responsible for any lost or damaged items.

### **SUMMER FOOD SERVICE PROGRAM FORM**

In partnership with the United States Department of Agriculture and the City of Bedford Heights, camp participants are eligible to receive a free nutritious lunch each day through the Summer Food Service Program (SFSP). Parents must complete the Summer Food Service Program form indicating whether or not your child will be participating in the program. Lunch will be eaten in the camp group's room or outside. For those not participating in SFSP you will need to provide a lunch for your child each day.

### **MONEY**

Any extra money brought by children to camp is not the responsibility of staff. Please do not send your camper with a large sum of money.

### **LOST & FOUND**

Lost items will be kept for a short period of time. Items not claimed will be given to charity.

### **SUNSCREEN**

Parents/guardians should provide sunscreen for use during the camp day. Sunscreen sent to camp should be placed in a sealed plastic bag and labeled with the child's first and last name.

Parents are responsible for the first application of sunscreen prior to morning drop-off and provide it for use during the camp day. During the camp day, staff will take reasonable steps to help children reapply sunscreen. If parents have more than one child attending camp, we ask each child have their own supply of sunscreen so it is readily accessible throughout the camp day.

### **SWIMMING**

All children will participate in at least one open swim session per week. Please bring a swimsuit and towel every day. Be sure to label all your swim items with the child's first and last name.

### **ATTENDANCE**

If your child will be missing camp or be late to camp, we ask that the parent/guardian call the main office at 440-735-6570 to notify the staff. Please do not send your child to camp if they are ill and/or have a fever. If a child becomes ill during the day the staff may contact the parent/guardian and ask them to pick their child up from camp.

### **FIELD TRIPS & CAMP T-SHIRTS**

Field trips, special visitors, and camp events will be listed on the camp calendar and are included in the price of the camp. *Children are required to wear their camp T-shirt on all field trip days.* A child not wearing their camp T-shirt on a field trip day will be given a new one at a rate of \$10 each which must be paid when picking up your child. The child will not be permitted to attend camp until all fees are paid.

If a child is late to camp and misses the field trip bus, they will not be permitted to attend camp that day. If a child is not permitted or doesn't want to attend a specific field trip, the parent/guardian is asked to notify camp staff or the main office that your child will not be attending camp that day.

In the event of a field trip cancellation or change, parents/guardians will be notified of the changes. Transportation for all field trips is provided by the Bedford Parks & Recreation Department and/or the Bedford City School's Transportation Department.

## **REPORTING COMMUNICABLE DISEASES**

Children diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to camp. For the safety and well-being of participants and staff, parents/guardians must notify the main office of the situation at the time of diagnosis. Participants will be notified (child's name will not be disclosed) of the situation so appropriate precautions may be taken. Listed below are several common situations and procedures to follow before returning to camp.

- **Head Lice** – The child must be NIT FREE in order to return to the program. Before being admitted back to the program, the participant will be checked by a trained staff member
- **Conjunctivitis (Pink Eye)** – Participants with bacterial conjunctivitis may not return to the program until the active infection passes or until 24 hours after treatment begins
- **Viral conjunctivitis** requires a doctor's release stating the participant does not have bacterial conjunctivitis
- **Chicken Pox** – Participants with chicken pox may return to the program when all blisters have dried and formed scabs, approximately 7 days after the onset of the rash
- **Streptococcal Sore Throat** – Participant may return to the program 24 hours after treatment begins, providing there has been no fever for 24 hours and antibiotics will continue for 10 days
- **Fever** Participants must be fever free for 24 hours before returning to camp

**City of Bedford**  
**Parks & Recreation Department**  
***Drop Off & Pick Up Authorization***

Please fill in the following information detailing anyone who may transport your child to and from camp. If changes occur to your child's list of approved transportation throughout the program, you must notify the camp staff as soon as possible. The staff will not send children with people who are not on this list. The staff reserves the right to ask for identification from anyone picking up your child.

Parents, guardians, and designated authorized pickup persons are responsible for the child inside and outside of the building when dropping off or picking up. The City of Bedford and the Bedford Parks & Recreation Department accepts no responsibility or liability when a child has an accident or injury while supervised by a parent, guardian, or designated authorized pickup person.

The following designated person(s) are authorized to pick up my child from camp. The parent/guardian accepts responsibility to inform all designated persons of the sign in/sign out policy. ***Please Print Clearly***

Child(ren)'s Name(s): \_\_\_\_\_ Last: \_\_\_\_\_

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell/Home#: \_\_\_\_\_ Work/Other#: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell/Home#: \_\_\_\_\_ Work/Other#: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell/Home#: \_\_\_\_\_ Work/Other#: \_\_\_\_\_

Address: \_\_\_\_\_

4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell/Home#: \_\_\_\_\_ Work/Other#: \_\_\_\_\_

Address: \_\_\_\_\_

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**Unauthorized**

The following people are not authorized to pick up my child(ren) from camp:

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

By my signature, I am stating my agreement with this policy.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## SUMMER DAY CAMP PERMISSION TO WALK TO & FROM CAMP AUTHORIZATION

Children 10 years of age and older may walk to and from camp. Children will not be released to walk home during camp hours. Children will be released to walk home at 4:00 pm. If weather is inclement, children will not be permitted to walk home and must be signed out by an authorized adult. Children not picked up by 4:00 pm will participate in Extended Care. Extended Care fees apply. Fee must be paid when picking your child up. The child will not be permitted to attend camp until all fees are paid.

Child's Name (Please Print): \_\_\_\_\_

I (Parent/Guardian Name – Please Print): \_\_\_\_\_

give permission for my child to walk to and from camp.

Address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Camper,

Walking to and from camp is a big responsibility. You must follow the rules of both the camp and the rules as a pedestrian. You are to walk on the sidewalk or on the grass a minimum of 15-20 feet from the road. You may only cross the road at intersections. There are no crosswalks or crossing guards to assist you, so take special care to look both ways several times before crossing. Remember that the simple fact that you can see a vehicle does not guarantee that you are visible to the driver of a vehicle. Remember that any irresponsible behavior exhibited while walking to and from camp can result in the loss of walking privileges and/or disciplinary action. Please be responsible and careful!

I have read the paragraph above and agree to be responsible and careful.

Camper's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**City of Bedford**  
**Parks & Recreation Department**  
*Emergency Medical Authorization*

Childs Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Home Address: \_\_\_\_\_  
House Number & Street City State Zip

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Sex (Circle One): Male Female

Primary Email Address: \_\_\_\_\_

<b>Mother/Guardian Name (Please Print):</b> _____		
Address (if different): _____		
Cell Phone: _____	Home Phone: _____	Work Phone: _____
<b>Father/Guardian Name (Please Print):</b> _____		
Address (if different): _____		
Cell Phone: _____	Home Phone: _____	Work Phone: _____

**Health**

Any chronic health issues? \_\_\_\_\_

Any allergies? \_\_\_\_\_

Any food not to be offered? \_\_\_\_\_

Takes any medication or supplements? \_\_\_\_ If so, what? \_\_\_\_\_

Any special needs staff should be aware of? \_\_\_\_\_

**PART 1 OR 2 MUST BE COMPLETED**

**PART 1 – TO GRANT CONSENT**

In the event that reasonable attempts have been made to contact me have been unsuccessful, the following persons are authorized to act for me on behalf of my son/daughter. *Please print*

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

I hereby give consent for the following medical care providers and local hospital to be called:

Doctor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone#: \_\_\_\_\_

Medical Specialist: \_\_\_\_\_ Phone#: \_\_\_\_\_

Local Hospital: \_\_\_\_\_ Phone#: \_\_\_\_\_

This authorization does not cover major surgery unless the medical opinion of two other physicians or dentists, concurring in the necessity for such surgery, are obtained before the surgery is performed.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT COMPLETE PART 2 IF YOU COMPLETED PART 1**

**PART 2 – REFUSAL TO CONSENT**

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I with the Bedford Parks & Recreation Department authorities to take no action or to:

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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **SUMMER DAY CAMP SUMMER FOOD SERVICE PROGRAM**

Through the United States Department of Agriculture and in partnership with the City of Bedford Heights, summer camp participants are eligible to receive a free nutritious lunch each day through the Summer Food Service Program (SFSP).

Child's Name (Please Print): \_\_\_\_\_

\_\_\_\_\_ I wish to have my child participate in the Summer Food Service Program

\_\_\_\_\_ I do NOT wish to have my child participate in the Summer Food Service Program and understand I am responsible for sending a lunch with my child to camp each day

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Bedford**  
**Parks & Recreation Department**  
*Field Trips and Special Events*

<b>Dates</b>	<b>Event</b>	<b>Start Time</b>	<b>End Time</b>
June 11 <sup>TH</sup>	Start of Camp	9:00 AM	4:00 PM
June 13 <sup>TH</sup>	Lake County Captains Game	12:00 AM	3:00 PM
June 18 <sup>TH</sup>	Jeopardy	9:00 AM	10:30 AM
June 20 <sup>TH</sup>	Roseland		
June 25 <sup>TH</sup>	Wacky Relay Day	9:30 AM	12:00 PM
June 27 <sup>TH</sup>	Science Center	10:00 AM	2:30 PM
June 29 <sup>TH</sup>	Bedford vs Bedford Heights	TBD	TBD
July 2 <sup>ND</sup>	Zoo	10:00 AM	3:00 PM
July 9 <sup>TH</sup>	Fitness Day	10:00 AM	12:00 PM
July 11 <sup>TH</sup>	Fun and Stuff	10:00 AM	2:00 PM
July 18 <sup>TH</sup>	Water Day	10:00 AM	12:00 PM
July 25 <sup>TH</sup>	Hale Farm	10:30	3:00
July 27	Bedford vs Bedford Heights 2	TBD	TBD
August 1 <sup>ST</sup>	Skyzone	TBD	TBD
August 6 <sup>TH</sup>	Olympics	9:30 AM	12:00 PM
August 8 <sup>TH</sup>	Zip City	1:00 PM	3:00 PM
August 10 <sup>TH</sup>	End of Camp Party	10:00 AM	4:00 PM



Please complete the waiver for Zip City at  
<http://zipcityusa.com/cleveland/waiver/>

Please complete the waiver for Sky Zone at  
<https://tinyurl.com/BedfordCampSkyZone>

Waivers must be completed online 1 week prior to the field trip. Campers who do not have waivers completed for these field trips will be unable to participate on the respective trips.