



## Welcome to the Bedford Summer Day Camp Program

*This handbook should be used as a guideline to answer your questions about day camp. If you have additional questions, please call the Parks & Recreation Department 440-735-6570.*

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

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### **2019 CAMP DATES**

**Session 1: June 10 – July 5 (No camp July 4)**

**Session 2: July 8 – August 2**

### **CAMP HOURS**

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

*Before & After Camp is available for an additional fee*

### **CAMP LOCATION**

**Ellenwood Center, 124 Ellenwood Avenue**

### **CAMP MEET & GREET (OPEN HOUSE)**

**Thursday, June 6, 2019 6:00 pm at Ellenwood Center**

Parents/guardians of summer day camp participants are encouraged to attend to meet camp leadership and counselors, learn about camp activities, submit paperwork, tour the facility and get questions answered.

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### **CAMP GROUPS**

Camp is for kids in kindergarten to 6th grade; 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, field trips and activities are age appropriately planned. Each group has a head counselor and two assistant counselors.

Camp groups are determined by the age campers are at the start of camp.

Bearcubs (ages 5-6)

Bearcats (ages 7-9)

Pride (ages 10-12)

*\*Groups are subject to change based on enrollment*

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## **ATTENDANCE**

If your camper will be late or missing camp for any reason, please give us a call or email:

**(440) 735-6570    [summercamp@bedfordoh.gov](mailto:summercamp@bedfordoh.gov)**

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.

If your camper will be late to camp, the parent will be required to check in at the main office and escort their child to the camp group's location. The camp group may be in their homeroom or another location on site (playground, outdoor pool, gym, art room, etc.). If a camper is late and misses the field trip bus, the camper may not be able to attend camp that day.

## **DROP-OFF**

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

## **PICK-UP**

Camper's 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. If you are picking up another camper we must have a note or email from the other parent by 12:00 pm prior to camp dismissal.

## **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.

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### EXTENDED CARE

Extended care is 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. **\*New this year: Morning breakfast and afternoon snack will be provided to registered extended care campers at no additional charge.**

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### 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/Assistant Director in its original container with the dosage clearly marked. Children are not permitted to take medications of any kind on their own.

### INSURANCE

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

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## **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 are always welcome.

New this year, we will also be using “Remind” services. This will allow us to give you text and email reminders such as field trips, things needed for activities or changes in our daily schedule. This is a service that parents must opt-in and register – directions included in camp registration packet. If you have multiple children in different age groups you will want to register for each group. Updates and information will be different for each age group.

## **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.

## **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.

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## **WHAT TO BRING TO CAMP**

Campers are required to wear an issued camp shirt daily. Each camper will receive two shirts and additional shirts can be purchased for \$10 each. 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 make sure your camper’s name is labeled on EVERYTHING. Please do not send your child to camp in their best clothes and shoes as they will get dirty, muddy, and wet.

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## 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.

## 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.

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## SWIMMING

All children will participate in at least two 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.

**\*New this year: Swim lessons will be provided to Bearcub campers at no additional charge.**

## 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.

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## SUMMER FOOD SERVICE PROGRAM FORM

In partnership with the Greater Cleveland Food Bank, 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.

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## **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.

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## **BEHAVIOR EXPECTATIONS**

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.

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## 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.

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## CAMP PICTURES

Group pictures will be taken on June 21 and July 12. Each camper will receive one complimentary 5x7 photo at the end of the session. Pictures may also be taken during camp activities and may be shared on our website and social media.

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