



## Welcome to the Bedford 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.

### **2021 CAMP DATES**

*2 Sessions to choose from or sign up for both sessions and save!*

Session 1: June 14 – July 9 (No camp July 5)

Session 2: July 12 – August 6

### **CAMP HOURS**

Monday through Friday 9:00 am to 4:00 pm

*Before & After Camp is available*

### **CAMP LOCATION**

Ellenwood Center, 124 Ellenwood Avenue

### **2021 INFORMATIONAL MEETING**

Thursday, June 10 at 6:00 pm at Ellenwood Center

Parents and guardians are encouraged to attend and meet Day Camp staff, complete and submit paperwork, tour the facility, and learn about the fun activities planned for the summer.

### **CAMP GROUPS**

The Summer Camp is for kids in kindergarten to sixth 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. Camp groups are determined by age as follows and are subject to change based on enrollment:

- Bearcubs – Ages 5-6
- Bearcats – Ages 7-9
- Pride – Ages 10-12

## **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 or email [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. FIELD TRIPS – If a child is late to camp and misses the field trip bus, they will not be permitted to attend camp that day.

## **DROP-OFF**

Campers are to be dropped off no earlier than 9:00 am. Campers are to be dropped off in the east parking lot near the main entrance next to the baseball field. Camp staff will escort campers into the building to their classroom.

## **PICK-UP**

Campers are to be picked up promptly at 4:00 pm at Ellenwood Center. Parents/guardians will receive 2 laminated cards that will have your child's name on them. A card must be presented each time a parent/guardian picks up a camper curbside. The card authorizes pick-up and allows pick-up to run more smoothly.

If a parent/guardian does not have a laminated card with them they will be required to present identification. Children will only be released to the parents/guardians and individuals listed on the Authorization Form. 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.

*Before Camp – Parents/guardians must bring children into Ellenwood Center and will sign their child into the program on a daily attendance sheet.*

*After Camp – Parents/guardians will pick their child up inside Ellenwood Center and will sign their child out on the daily attendance sheet. Children will not be released to unauthorized persons.*

## **CAMP T-SHIRTS**

For the safety of all participants ***campers are required to wear their camp T-shirt every day.*** Each camper receives 2 camp shirts with their registration. Additional T-shirts can be purchased and are \$10 each while supplies last. Order early and save. If you order additional T-shirts at the time of registration they are \$8 each.

## **SUMMER FOOD SERVICE PROGRAM FORM**

In partnership with the Bedford City Schools, camp participants are eligible to receive a free nutritious breakfast and lunch each day. Parents must complete the Summer Food Service Program form indicating whether or not your child will be participating in the program. Breakfast and lunch will be eaten in the camp group's room or outside. For those not participating you will need to provide a lunch for your child each day.

## **WHAT TO BRING TO CAMP**

*Children must bring a properly fitting facial covering each day. Lanyards are highly encouraged.* 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.

## **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**

Please bring a swimsuit and towel every day. Be sure to label all your swim items with the child's first and last name. We're hoping to provide at least one open swim session per week at the Municipal Pool; as well as, water games and activities in the park.

## **FIELD TRIPS**

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.

## **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.

## **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 a short period of time. Items not claimed will be given to charity or disposed of.

## **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 your group at all times and obey camp designated boundaries
5. Do as you are asked when you are asked
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**

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.

### **INSURANCE**

The City of Bedford 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.

### **REPORTING COMMUNICABLE DISEASES**

Children not feeling well or who have a fever should stay home. 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.

- Fever – Participants must be fever free for 24 hours 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 must have medical clearance
- 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