

summer CAMPS 2018

PARENT INFORMATION GUIDE



Parks, Recreation
and Cultural Arts...
The Benefits are Endless.



CITY OF KETTERING
PARKS, RECREATION AND CULTURAL ARTS DEPARTMENT



Welcome Campers and Parents,

We are excited about the summer we have planned for you! The City of Kettering Parks, Recreation and Cultural Arts (PRCA) Department offers a wide variety of camps that will keep your child active all summer long! We design our programs and procedures to assure safe, quality, and exciting experiences for your camper.

The camp leaders and staff are looking forward to meeting you and your family! You are what make our programs GREAT! Your feedback is very important to the future success of our programs. Please call or email the respective staff listed below at any time with questions, concerns, or feedback.

We are looking forward to a fantastic summer. Thank you for choosing Kettering Parks, Recreation and Cultural Arts Summer Camps!

SPORTS CAMPS

Jacob Hensel

jacob.hensel@ketteringoh.org

(937) 296-3344

TRADITIONAL SUMMER CAMPS

SPECIALTY SUMMER CAMPS

ADAPTIVE SUMMER CAMPS

Addie Weaver

addie.weaver@ketteringoh.org

(937) 534-7115

SCIENCE AND NATURE CAMPS

Kerri Miles

kerri.miles@ketteringoh.org

(937) 296-2477

CAMP ROSEWOOD ART CAMPS

Andy Dailey

andrew.dailey@ketteringoh.org

(937) 296-0294

It is our goal, as your child grows and changes, to provide him/her with the best possible recreation programs and experiences to encourage your child's positive self-esteem. We feel this is best accomplished through a close relationship between parents and staff members in all matters regarding our common concern for your children.

Please feel free to . . .

Contact the Camp Staff (listed on page 2) to discuss any concerns about the staff or programs. Take time each night to talk with the program staff that is interacting with your camper. You are welcome to visit the location of your child's camp.

General Camp Information

WHAT TO BRING:

- Lunch and drink (*thermal lunch box is best*)
- Swimsuit
- Towel
- Water bottle
- Hat
- Sunglasses
- Sunscreen

Please remember to dress for outdoor play. Bows, headbands, frilly attire or new outfits are not recommended for camp. Sandals are not recommended for footwear; tennis shoes are preferred. Heelys roller shoes will not be allowed during camp. Habitat camps do not go to the pool.

WHAT NOT TO BRING TO CAMP:

- Cell phones (campers will be required to leave cell phones in camp bag or book bag until the end of the day)
- Electronic devices or games
- Toys or personal belongings unless otherwise noted

Campers are responsible for their own belongings. PRCA Summer Camps and Facilities are not responsible for lost or stolen articles.

DAILY SIGN IN/OUT PROCEDURE

Camp Sign In/Sign Out Sheet is signed by an authorized adult with an ID and must be presented at the time of drop-off and pickup. During sign-in parents will find out your camper's home base for drop-off and pickup. Your child cannot sign themselves into or out of our program. If a child has not been picked up by 4:10 p.m., they will be taken to extended care and charged for one day.

EXTENDED CARE

Ensure your child has extended care by registering for morning and afternoon care. Non-registered, daily drop-in extended care is still available for an increased fee, contingent upon availability.

Extended care is located at the Kettering Recreation Complex.

Transportation to extended care from offsite camp locations is available and included in extended care registration.

Morning Extended Care: 7 – 9 a.m.

\$20 per week (registered)

\$10 per session (non-registered)

Morning extended care is available for camps beginning at or before 9 a.m. Participants must be dropped off at the Kettering Recreation Complex in the morning and parents/guardians must sign their child into extended care.

Evening Extended Care: 4 – 6 p.m.

\$20 per week (registered)

\$10 per session (non-registered)

Evening extended care is available for camps ending at 4 p.m. Parents/guardians must pick their child up from the Kettering Recreation Complex by 6 p.m. and sign his/her child out of extended care.

Children will not be allowed to use vending machines during extended care.

FACILITY PHONE NUMBERS

Kettering Recreation Complex	296-2587
Habitat Environmental Center	296-2477
Rosewood Arts Centre	296-0294

Camp hours are 9 a.m. to 4 p.m. unless otherwise noted. Camp opens at 8:50 a.m. You must pick up your child by 4:10 p.m. Extended care is available before and after camp. If child is not picked up by 4:10 p.m., they will be escorted to extended care and you will be required to pay for the evening session.

LATE PICKUP POLICY

1. Children not picked up from camp by 4:10 p.m. (including off-site camps) will be escorted to extended care. The fee for extended care is \$5 for a single evening session.

EXTENDED CARE PICKUP POLICY

1. Extended care ends at 6 p.m. The first time you're late, there will be no charge. After the first five minutes, you will be charged \$1 per minute, up to 1/2 hour. Thirty minutes after the close of Extended Care (6:30 p.m.), local authorities will be contacted and staff will follow the directions of those authorities.
2. You will be given a slip that you will sign the first time that you are late and each time thereafter. A copy of the slip will be given to you, and the original will go in your file so that we will both have an accurate account of any late fees that may occur during the summer camp programs.
3. If continued tardiness persists, you will receive a call from the Recreation Supervisor in charge in an attempt to resolve the problem. Should no improvement be made on the part of the parent to pick up the child in a timely manner, suspension from the program will be the end result.



MEDICATION POLICY ADMINISTRATION

Medication will be administered per instructions on the *Request for Administration of Medication* form. Each case should be discussed with the Camp Staff (listed on page 2), and detailed directions for the administration of medicine must be given by each parent/guardian.

MEDICAL PROCEDURES & EMERGENCIES

1. All staff are trained in first-aid and CPR.
2. In case of a minor injury or illness, the Program Supervisor is notified by the staff members and assistance is sent.
3. In case of emergency, the parents are telephoned, and the rescue squad is called at 9-1-1. The child is taken to the hospital or released to the parents, depending on the situation.
4. If the parents cannot be located, the emergency numbers are called. A file will be kept in the office containing two emergency numbers for each child, as well as the child's home phone number and the parents' work numbers.
5. A staff member must accompany the child to the emergency room at the hospital and take the child's registration form and medical authorization form. The incident is recorded and filed.
6. If the parent arrives at the camp location prior to the ambulance departure, the responsibility of accompanying the child to the hospital by the staff will be relinquished to the parent.
7. Please notify staff with any changes in phone numbers or contact persons.

COMMUNICABLE DISEASE POLICY

1. All children will be observed as they enter the program for signs of communicable diseases. The director is trained in the recognition of the signs of communicable diseases.
2. The following precautions will be taken for children suspected of having a communicable disease.
 - A. The PRCA staff will immediately notify the parent/guardian of the child's condition.
 - B. A child with any of the following conditions will be immediately isolated and discharged to his/her parent/guardian.
 - (1) Diarrhea (more than one abnormally loose stool within 24-hour period).
 - (2) Severe coughing causing the child to become red in the face or to make a whooping sound.
 - (3) Difficult or rapid breathing.
 - (4) Yellowish skin or eyes.
 - (5) Conjunctivas.
 - (6) A temperature of 100° in combination with any other sign of illness.
 - (7) Untreated infected skin patches.
 - (8) Stiff neck.
 - C. A child with any of the following signs of illness will be immediately isolated from other children but not discharged without further observation or discussion with parent. The child will be carefully watched for addition of symptoms listed in the above section and will be discharged from the Complex by decision of the Program Coordinator and parent should these symptoms become obvious.
 - (1) Unusual spots or rashes.
 - (2) Sore throat or difficulty swallowing.
 - (3) Elevated temperatures.
 - (4) Vomiting.
 - (5) Evidence of lice, scabies or other parasitic infections.

- D. The PRCA staff will follow the Ohio Department of Health and Communicable Disease chart for appropriate management.
- E. A child isolated due to suspected communicable disease will be:
 - (1) Cared for in a room or portion of the room that is not being used for other types of child care.
 - (2) Within sight and hearing of an adult at all times.
 - (3) Observed for worsening condition.
 - (4) Discharged to parent or guardian upon decision of the Program Coordinator or designee.

CHILD ABUSE POLICY

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 Montgomery County Children's Services. Should a report be filed, it has been done with much consideration on the staff's part.

AQUATIC SAFETY

Prior written permission for each child to participate in recreational swims must be obtained from the parent or guardian by signing the Swimming Ability portion of the *Health History Form*. Summer Camp Staff and the Certified Aquatic Staff will supervise all pool activities on site.

SWIM TESTING PROCEDURE

The first day that your child swims he/she will be given the swim test which requires the child to swim one unassisted lap of the pool. Your child will be banded according to their swimming ability. Both the Summer Camp Staff and Aquatic Staff are trained to recognize the band colors and areas of the Water Park they may access.

Those children who cannot swim one lap of the pool, those whose parents request that they stay in shallow water or those children who choose not to take the test, will be given a band that denotes that they must stay in certain areas of Adventure Reef Water Park.

SWIMMING APPAREL

Children are required to wear swim apparel while participating in swimming in PRCA camps. Camp Staff will provide brightly colored swim shirts that must be worn by campers and Camp Staff alike. Swim shirts must be returned to camp staff at the end of each swimming session.

TRANSPORTATION & FIELD TRIP SAFETY*

1. The children will be transported in the City of Kettering Parks, Recreation and Cultural Arts Department's bus/van by a licensed driver or charter/school bus for all trips*, except when emergency medical transportation is needed. In the event of an emergency, the local life squad will transport your child to the medical/dental center as requested on your child's registration form.
2. Written permission from the parent or guardian for each child transported to or from a PRCA location for special outings or in the case of routine trips will include all trips subsequent to the date of the signed permission form.
3. The Camp Director will have emergency treatment/transportation forms for each child on every outing.
4. A first-aid box is always available on the bus. Each leader will have first-aid supplies available with them at all times.
5. Staff members will accompany each field trip in vehicles. All staff members are trained in emergency first-aid procedures.
6. Applicable staff/child ratios will be maintained on all routine trips and field trips.
7. Camp staff will carry a cell phone on all field trips. The number will be at the Kettering Recreation Complex Front Desk.

**Charter/school buses may be non-air conditioned. Not all PRCA camps will utilize bus/van transportation; camp details are located in the Summer Camps Guide or feel free to contact the Camp Supervisors (page 2).*



SAFETY POLICY

All policies and rules established at the Kettering Recreation Complex have been instituted to protect the best interest of the children enrolled in our programs. Adherence to the following rules and restrictions by staff and parents alike is important in providing the safest environment for your children.

1. No child will ever be left alone or unsupervised.
2. Children will be escorted to their room and greeted.
3. Children will be escorted from the camp pickup location each evening by a parent/guardian with a valid ID. The child will then be signed out on a daily log.
4. Telephones are located at the front desk.
5. Fire evacuation plans are posted in each room.
6. Fire drills will be conducted periodically to practice evacuation procedures.
7. Each driver is instructed in emergency procedures.
8. Staff will accompany children at all field trips. All staff members will be trained in emergency first-aid procedures.
9. The Head Leader has copies of medical and emergency treatment and transportation forms with him/her at all times.
10. Accident report forms will be completed and available to parents.
11. Staff members will immediately notify the Program Supervisor in charge of the program of suspected child abuse or neglect.
12. Weather emergency plans are posted in each room.

EMERGENCY PLAN

1. Each PRCA facility has an emergency evacuation plan posted in each classroom.
2. In case of an accident or medical emergency, parents will be notified. The authorized person(s) other than parents will be contacted in the event that a parent cannot be reached.
3. Trained staff will administer first-aid when necessary. The emergency squad will be called when necessary.
4. Transportation to the hospital will always be done by the local emergency squad.
5. The child's medical record and emergency medical treatment release form will accompany the child, as well as a member of the PRCA staff. The staff member will stay with the child until released to parent or guardian.

ADA REQUEST FOR MODIFICATION

The City of Kettering understands the Americans with Disabilities Act requirements. We invite participation by people with disabilities, alongside people without disabilities, in our programs, sites, and facilities.

We want your child to begin the summer camp on time. The sooner we know about your child, and how we can support your child in our programs, the more likely your child will start the program on time.

Does your child require an ADA modification? Please reach out to the KRC front desk at 2900 Glengarry Drive or 296-2587 to request a modification.



CODE OF CONDUCT

These rules are established for the safety and enjoyment of camp for the participants. Please review these with your camper.

1. Campers must behave appropriately.
2. Campers need to show respect to the counselors and other participants.
3. Campers must stay with the group at all times.
4. No fighting with other campers or staff.
5. Campers are not to bring money or valuables to camp.
6. No weapons are allowed, including, but not limited to, pocket knives.
7. No glass bottles or containers are permitted.
8. Participants should not attend camp if they are sick.

Recurring or severe behavior problems may lead to suspension or dismissal from camp. The safety and enjoyment of all campers is our main concern.

DISCIPLINE

1. The City of Kettering Parks, Recreation and Cultural Arts Department shall maintain a positive approach to discipline.
2. Desirable behavior is rewarded with positive reinforcement.
3. In the event that a child exhibits disturbing behavior, the staff shall verbalize the feelings of the child and enlist his/her help in solving the immediate problem.
4. Discipline procedures are discussed with the children, and rules are posted in each room.
5. Our specific policy for discipline is the following:

Minor Violations – Those violations that relate to behavior and do not endanger the safety of the child or others. Violation of this rule:

First Offense – verbal warning

Second Offense – time-out

Third Offense – time-out; parent conference required

(Example: using profanity around children or staff)

Major Violations** – Those violations that endanger the safety and well-being of the child or other children or staff. Violation of this rule:

First Incident – time-out*, incident form, discipline letter, parent signature required

Second Incident – time-out*, incident form, discipline letter, parent signature required

Third Incident – time-out*, incident form, discipline letter, removal from program and termination of services

**Time-out may be spent in the Supervisor's or Coordinator's office with the Supervisor or Coordinator.*

***At the discretion of the Supervisor (listed on Page 2), camper may be removed immediately from PRCA camps dependent on the severity of offense.*



To resolve problems, children should be advised to:

1. Make the staff aware of any problems or conflicts.
2. Tell their parents so that parents can inform staff.

INCIDENT FORM

A triplicate incident form will be used with more serious behavior problems. The parent/guardian will sign and keep one copy, a copy will be on file with the Camp Staff, and the third copy will go to the respective Division Manager for that program area. A combination of any three incidents over the program year will result in removal from the program and termination of services.

Behaviors covered by the incident form are:

1. Physical aggression toward leaders, drivers, other children and Camp Staff (i.e., striking, kicking, scratching, biting, head-butting, and/or the use of equipment with the intent/result of harm).
2. Damage to City property (i.e., facility, grounds, equipment, furnishings and transportation vehicles).
3. Behaviors that require the physical restraint or removal of a person in order to protect that person or others from harm.
4. Verbal abuse demeaning to a person or persons.
5. Repeated or habitual use of profanity.
6. Running away from leaders or leaving the area of supervised recreation.
7. Failure to enter the City's transportation at the appointed time and place.
8. Any disruptive behavior, as outlined by the transportation rules, that takes place on a bus, a van or a car.
9. Repeated or habitual inappropriate behavior.

PHOTO POLICY

By participating in PRCA programs, events and facilities, you give your consent for yourself and/or your child to be photographed and used for promotional/marketing purposes by the City of Kettering.

If you have any questions, please stop by any PRCA facility front desk or call 296-2454.



REFUND POLICY

Our Commitment to You

We strive for positive experiences and excellence in everything we do. All refunds will be made according to the following guidelines:

- If you have attended one of our classes or purchased a pass and are dissatisfied, call us. We will offer a prorated refund.
- If you were unable to attend a set of classes, we will try to transfer you to another section. Otherwise, we will offer a 50% refund of the class price.
- Special consideration will be given for life altering situations.
- Refund requests must be made within 30 days of a registered program's end date (effective January 1, 2016).

Refunds will be issued via the following method: If the original transaction was paid for using cash, check or household credit, the refund will be issued via City check. If the original transaction was paid for using credit or debit card, the refund will be issued back to the card used for payment.

Refunds issued via City check will follow the Finance Department's bill-paying schedule.

There will be no cash refunds.

This policy does not apply to facility rentals. See your rental contract for cancellation details.

If you have specific questions regarding your camper's camp, please contact the Camp Staff listed on page 2.