



# SUMMER CAMP

## Parent Information Guide



A Camp for  
**EVERY KID!**  
[playkettering.org/camps](http://playkettering.org/camps)

  
**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!

### **ADAPTIVE SUMMER CAMPS**

### **SPECIALTY SUMMER CAMP**

### **SPORTS SUMMER CAMPS**

### **TRADITIONAL SUMMER CAMPS**

**Drew Corbett**

[drew.corbett@ketteringoh.org](mailto:drew.corbett@ketteringoh.org)  
(937) 296-3280

### **SCIENCE AND NATURE CAMPS**

**Kerri Miles**

[kerri.miles@ketteringoh.org](mailto:kerri.miles@ketteringoh.org)  
(937) 296-2477

### **ROSEWOOD ART CAMPS**

**Andy Dailey**

[andrew.dailey@ketteringoh.org](mailto:andrew.dailey@ketteringoh.org)  
(937) 296-0294

It is our goal, as your child grows and changes, to provide them with the best possible summer camp 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 Supervisors (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.

## General Camp Information

### WHAT TO BRING:

- Facial covering
- Lunch and drink (*thermal lunch box is best*)
- Swimsuit
- Towel
- Water bottle, no glass
- Hat
- Sunglasses
- Sunscreen

Please remember to dress for your camp accordingly. Sandals are not recommended for footwear; tennis shoes are preferred. *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
- Anything glass (containers, water bottles, goggles, etc.)
- 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 items.*

## 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 find the Modification form online and submit to the Kettering Recreation Complex front desk at 2900 Glengarry Drive or 296-2587 to request a modification.

## ePACT INFO

ePACT is a secure emergency network that we are using to collect medical and emergency contact information electronically for summer camps. Not only will ePACT replace paper forms, but it will give us another way to communicate with your family in the event of an illness, injury or schedule change.

## HERE'S HOW IT WORKS:

-You will receive an email invite to share information with PlayKettering. Please check your spam folder; verify that we have the correct email address on file for you by calling the Kettering Recreation Complex at 937-296-2587.

-Click **Complete Request** to create a free account, or log-in if you already have an existing ePACT account.

-Then you'll enter the required information, like medical conditions, and share it with us so that our program staff have access. You'll want to have your health insurance information, medical history and provider details, and emergency contact information and pick-up list information available to help you complete your ePACT record.

ePACT makes it far easier for patrons to share emergency information with us, while also ensuring we have access to records anytime, anywhere. You own your own account and the information in it. Plus, ePACT maintains the same levels of security as online banking. Rest assured that your information will remain protected.

## CODE OF CONDUCT

The City of Kettering, Parks, Recreation and Cultural Arts programs are a place to be responsible, respectful and safe all while having fun! In order to provide the safest and most enjoyable experience for everyone, all campers and parents/guardians are asked to review and sign this Code of Conduct prior to camp participation.

Campers are expected to:

- Show respect to each other and surroundings.
- Keep hands to oneself.
- Use appropriate language.
- Follow directions.
- Report problems to camp staff.
- Follow guidelines in this Parent Handbook.

Failure to follow these behavior expectations will be addressed with the following disciplinary steps:

1. Camp staff will redirect the camper to more appropriate behavior.
2. Camper will be reminded of the behavior expectations and a formal discussion will take place.
3. Program Supervisor will be notified and will meet with the camper.
4. If the behavior continues, parent/guardian will be notified of the problem.
5. If the behavior continues, parent/guardian will be notified and expected to remove the camper from camp for the day.

Aggressive behavior, inappropriate language or other behavior that is detrimental to the functions of camp will not be tolerated. If a camper's behavior at any time threatens the safety of themselves, other campers or staff, the parent/guardian will be notified and expected to pick up the camper immediately.

Severe behavior may not follow the outlined disciplinary steps and may lead to immediate suspension or dismissal from camp, on a case-by-case basis.

## **DAILY SIGN IN/OUT PROCEDURE**

An authorized adult must sign in/sign out your camper each day and they must have an ID. Anyone authorized to pick up your camper MUST be listed on your ePact form. This can be updated by you at any time.. In your weekly camper letter, you will find out your camper's home base for drop-off and pickup. Your child may not 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 a \$10 fee.

## **CAMP HOURS**

Camp hours are 9 a.m. to 4 p.m. unless otherwise noted. Camp opens at 8:45 a.m. You must pick up your child by 4:10 p.m. Extended care is available before and after camp for select camps.

## **EXTENDED CARE**

**NOTE:** Extended care is available for the following camps only: Camp EPIC, Camp Horizon, Junior Sports Camp, Senior Sports Camp, Sampler Camp, and Camp Sunrise.

Ensure your child has extended care by registering for morning and afternoon care. Non-registered, daily drop-in extended care is still available for a \$10 drop-in fee.

Extended care is located at the Kettering Recreation Complex.

### **Morning Extended Care: 7:30 – 8:45 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: 4:15 – 5:30 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 5:30 p.m. and sign his/her child out of extended care.

## EXTENDED CARE PICKUP POLICY

1. Extended care ends at 5:30 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. Forty-five minutes after the close of Extended Care (6:15 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 may 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 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 upon the situation.
4. If the parents cannot be located, the emergency numbers are called. (Please make sure that we have accurate phone numbers in your healthy history information.)
5. If the child is taken to the hospital, a staff member will accompany the child until the parent arrives.
6. If the parent arrives at the camp location prior to the ambulance departure, the responsibility of accompanying the child to the hospital will be relinquished to the parent.

## SAFETY STANDARDS FOR CAMP

Kettering Parks, Recreation and Cultural Arts safety standards are here 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 be left alone or unsupervised.
2. An authorized adult must sign in/sign out your camper each day and they must have an ID. Anyone authorized to pick up your camper MUST be listed on your ePact form. This can be updated by you at any time.
3. Fire evacuation plans are posted in each room.
4. All staff members will be trained in emergency first-aid procedures.
5. The Head Leaders have medical and emergency information at all times.
6. Staff members will immediately notify the Program Supervisor of suspected child abuse or neglect.

## 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

Please be sure to mark on the Health History form if your child is allowed to participant in swimming. If this is not completed your child will not be allowed to swim. There will be outdoor activities available to all non-swimmers. Summer Camp Staff and the Certified Aquatic Staff will supervise 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 unassisted. 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, those whose parents request that they stay in shallow water or those children who choose not to take the test, will be given a red band that denotes that they must stay in designated areas of Adventure Reef Water Park.

## **SWIMMING APPAREL**

Children are required to wear swim apparel while participating in swimming in Kettering Parks, Recreation and Cultural Arts Department's 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.

## **PHOTO POLICY**

By participating in City of Kettering Parks, Recreation and Cultural Arts Department's 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**

Our commitment is to make your experience successful. If you would like a refund, please contact us to discuss your experience.

Refund requests must be made within two weeks of a camp's end date. For a full refund, requests must be made at least three days prior to the start of the camp; otherwise a prorated refund of up to 75% will be offered. Special consideration may be given for life-altering situations.

If payment method was cash, check or household credit, a refund will be via City check. There will be no cash refunds. If payment method was credit or debit card, a refund will be issued on the card used for payment.

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

## Facility Phone Numbers

**KETTERING RECREATION COMPLEX** 296-2587

**2900 GLENGARRY DR.**

**TRADITIONAL SUMMER CAMPS**

**SPECIALTY SUMMER CAMPS**

**SPORTS SUMMER CAMPS**

**ADAPTIVE SUMMER CAMPS**

**Drew Corbett**

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(937) 296-3280

**HABITAT ENVIRONMENTAL CENTER** 296-2477

**3036 BELLFLOWER ST.**

**SCIENCE AND NATURE CAMPS**

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**ROSEWOOD ARTS CENTRE** 296-0294

**2655 OLSON DR.**

**CAMP ROSEWOOD ART CAMPS**

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