



# 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 TRADITIONAL SUMMER CAMPS**

**Alison Pifer**

alison.pifer@ketteringoh.org  
(937) 296-3303

### **SPORTS CAMPS**

**Deondra Wynn**

deondra.wynn@ketteringoh.org  
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### **SCIENCE AND NATURE CAMPS**

**Kerri Miles**

kerri.miles@ketteringoh.org  
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### **ROSEWOOD ART CAMPS**

**Andy Dailey**

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.

We will do everything we can to communicate with you regarding your camper and the overall camp experience. Here are some ways in which we will do that...

- Prior to your campers' enrolled camp week, the Camp Supervisor will reach out to you with highlights and reminders regarding what to expect during your campers camp week.
- Staff will communicate to you regarding any minor injuries that might require a band-aid or ice pack. More serious injuries will be communicated with a phone call.
- Communication regarding positive behavior or behavior reports will be communicated at the time of pick-up.
- Prior to your child's first day of camp, we strongly recommend that you confirm your information on ePact to ensure accuracy.

Parents at any time may contact the Camp Supervisor via phone or email if they have a question, concern or issue that needs addressed.



# General Camp Information

## WHAT TO BRING:

Here are a list of items that your camper will need to bring to camp each day. Please make sure to label all items with campers full name to help reduce the number of lost items. Camp staff will be in touch regarding additional camper needs for your child's specific camp week.

- A healthy, non-perishable lunch with drink. Refrigerators and microwaves are not available to campers. Note: Some field trips may require a 100% disposable sack lunch.
- A separate, designated snack
- A leak proof, unbreakable, refillable water bottle
- Appropriate clothing including tennis shoes and socks. Campers are involved in active play all day so we do not recommend sandals or open toed shoes. In addition, dress to get wet and messy! A jacket or sweater may be needed on cool morning and a rain coat or poncho needed on rainy days.
- Bathing suit, towel, and a labeled bag for wet items on water park days.
- Spray sunscreen and insect repellent. Weather depending we will spend a lot of time outdoors. Please apply these prior to arriving at camp and send extra with your camper each day. Children should be able to apply themselves, however, should they need assistance please let the staff know. Note: staff can only apply spray sunscreen.
- Backpack large enough to hold all items. PRCA is not responsible for lost or stolen items.



## WHAT NOT TO BRING TO CAMP:

Our summer camps are fully equipped with activities and games suited for each age group. Please do not allow your child to bring toys from home, eliminating unnecessary problems. Campers may bring items of special interest on sharing days or by special arrangement with camp staff. PRCA is not responsible for lost, stolen or damaged items.

- We prohibit drugs, alcohol, guns, knives, weapons (real or fake) or other items related to aggression and/or posing a potential safety concern.
- Please do not allow your child to bring any electronic devices, including cell phones and personal or school issued tables.
- Please do not allow your child to carry money at camp unless previously requested by camp staff for a specific program or field trip.

## 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.

## FIELD TRIPS

PRCA contracts with Kettering City Schools to provide school bus transportation for all large field trips. Campers are expected to behave on these schools buses as they would on their school bus during the school year. Staff will regularly remind campers of the bus expectations and will hold campers accountable for those expectations.

On field trips, staff will conduct regular head counts to ensure all campers are present and accounted during the entirety of the trip. Campers are expected to wear their camp t-shirt on field trip days so they are easily identifiable by staff.





## 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 not available for Science & Nature Camps.

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: 7:00 – 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 – 6:00 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 6:00 p.m. and sign his/her child out of extended care.



## EXTENDED CARE PICKUP POLICY

1. Extended care ends at 6:00 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 may be the end result.

## 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 participate 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.

## LOST AND FOUND

If you suspect your camper lost an item, please inform your child's counselor. We will make every effort to find the missing item and return it to you. Please help us by marking all items with the child's full name. All unclaimed items at the end of the camp season will be donated to charity.

## 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**

**ADAPTIVE SUMMER CAMPS**

**Alison Pifer**

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**SPORTS CAMPS**

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**HABITAT ENVIRONMENTAL CENTER** 296-2477

3036 BELLFLOWER ST.

**SCIENCE AND NATURE CAMPS**

**Kerri Miles**

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(937) 296-2477

**ROSEWOOD ARTS CENTRE** 296-0294

2655 OLSON DR.

**CAMP ROSEWOOD ART CAMPS**

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