

2015 Duluth Parks and Recreation Day Camp



Parent's Handbook

The Summer Day Camp is an engaging, interactive, hands-on camp environment. Positive social and recreational experiences are an integral aspect of each child's camp experience. With our dedicated and professional staff, each camper will enjoy the daily schedule of age appropriate, theme based activities.



Dear Parents,

We are so happy you have chosen the City of Duluth's Summer Day Camp as the day camp for your child. Our goals this summer are many. Our primary goal is to provide a safe, fun-filled environment in which your child will be engaged and participate in many of the camp activities.

Please take time to go over this handbook and discuss appropriate sections with your child. It's important that you both understand all the procedures, schedules and activities prior to beginning the first day of camp. If you are a seasoned camper who has been with us for years, please read the handbook in case of any changes from previous years. This handbook includes items we feel are important for you to know.

We truly believe that each child deserves to be happy and content with their camp experience. Our days are filled with lots of activities and stimulation designed for children ages 4-12. **We ask parents to use their best judgment if enrolling a young child unaccustomed to a large setting with children of varying ages; as well as older children who may not be interested in being in a camp for various ages.** We will provide age appropriate activities with an emphasis on the weekly camp theme. In order to provide that environment, there are camp guidelines which all children will be expected to follow. Please review the following pages regarding day camp rules and regulations. Additionally, there is important information for you as parents.

Please understand that all enrollment forms and medical cards must be signed and returned to the Bunten Road Activity Center before your child can participate in any day camp activities. All contact and medical information must be thoroughly and accurately filled in. This information is critical in the event of an emergency.

Bunten Road Park Summer Day Camp

Summer Day Camp will have access to both indoor and outdoor facilities of the Bunten Road Activity Center, providing an expanded number of programming options for our day campers.

All Summer Camp sessions will be themed-based; each week developed for a unique camp experience.

AGE REQUIREMENTS

Children participating in the Duluth Day Camp must be of the ages 4-12 while attending this year's camp. There are no exceptions to this rule. The City of Duluth reserves the right to request the birth certificate of any child to verify age.

DATES AND HOURS OF OPERATION

Camp will run for eleven weeks beginning May 26, 2015. Registration is done according to the rules and regulations of the Duluth Parks & Recreation Center. Children may be enrolled in one, several or all eleven sessions!

Camp fees will not be pro-rated for children missing camp due to illness, family vacations or visitation schedules.

REGISTRATION, FEES AND CANCELATIONS

Registrations are done by the Registration staff of the Bunten Road Activity Center. Please consult our Activity Guide or our website for camp fees. All sessions must be paid when registering.

Cancellations made less than one week in advance will forfeit their entire session fee. To avoid losing the entire session fee, give one week's notice by 9 a.m. the Monday before the session for any cancellation/transfer. **Please note that all cancellations must be done through the Registration Desk, including the completion of all cancellation paperwork by the canceling party. Notes or letters of cancellation will not be accepted by camp staff.**

In the event of shared custody arrangements, it is assumed that both parents are in agreement with the child(ren) attending Duluth Day Camp. We do not interpret or mediate any conflicts regarding custody or parenting time disputes.

Parents must sign the liability waivers, permission slips, health records and emergency information forms provided by the Duluth Parks & Recreation Activity Center for their child's registration to be considered complete.

CHILDREN WITH SPECIAL NEEDS

Duluth Day Camp does not discriminate on the basis of race, color, national origin, sex, or disability. The City of Duluth is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please call Jason Rogers at 770-814-6981 a week ahead so we can be prepared. Please note that campers must be able to perform basic life skills.

CAMP ACTIVITIES

A weekly calendar of all camp activities will be provided each week. Due to unforeseen circumstances, there may be an occasional change in the schedule. The camp schedule is designed to provide children with wonderful enrichment activities throughout their day. Children will be encouraged to participate in all projects; however, children will also have access to craft and sporting equipment at most times.

Staff/camper ratio for ages 4 & 5- (1:5), ages 6-12 - (1:6), and will be maintained with increased supervision on field trips.

All children will be transported in the City of Duluth bus. Each child must wear a safety belt. All children must remain seated while the vehicle is in motion. Children's arms, legs and head must remain inside the vehicle.

In the event of inclement or excessively hot weather, camp activities will be moved indoors. Children will have continual access to cool water during camp activities. Please send a labeled leak proof water bottle.

MOVIES/TV VIEWING

The occasional movie will be shown during rainy days. Movies will be age appropriate and theme related. Movies will be rated-G or P.G. if you prefer that your child does not watch a movie, please inform the day camp staff.

SIGN IN/SIGN OUT PROCEDURES

All children must be signed in and out by an authorized individual each day. Children will only be released to individuals listed on the Emergency Info Card. Other changes will be allowed **if in writing by a parent.**

Day camp staff reserves the right to retain a child if the responsible parent or third party has not provided proper notification of release or does not provide adequate photo identification.

Parents must make arrangements for their children to be picked up no later than 6:00p.m. If a child is not picked up by 7:00 p.m. and we have not been able to reach you or an emergency contact; the child will be released to the local authorities.

Children arriving late for day camp will be expected to join their respective group activity. However, children arriving after departure for a field trip may need to provide their own transportation to the field trip.

WHAT TO BRING TO CAMP

1. Lunch and a leak-proof water bottle in a backpack

Lunch will not be provided by day camp. Refrigeration is not available, so please plan accordingly. Please do not send lunches that need preparation. Drinking water will be available throughout the day to refill water bottles. **Please label all belongings.**

2. Play clothes and close-toed shoes

Children should wear “play clothes” each day that is appropriate for outdoor activities and crafts. Shorts must be mid-thigh length. No tube tops or halter tops. Close-toed shoes (both front and back) like sneakers are ideal...NO FLIP-FLOPS, CLOGS, SANDELS, BAREFEET OR WHEELIES. For ages 4 through 7, recommended to bring a change of clothes **every day.** **Please label all belongings.**

3. Sun protection-shirt that covers shoulders, hat, glasses & sunscreen

Please put sunscreen on your child prior to camp each day. If you would like your child to re-apply sunscreen during the day, please bring lotion labeled with your child’s first and last name. Staff is not responsible for sunburns or sun exposure; however, we will take reasonable precautions to protect your child from over-exposure. A cap or visor, t-shirt that covers the shoulders and sunglasses are highly recommended. Swim shorts AND towels are great for water/fountain days! **Please label all belongings.**

WHAT NOT TO BRING TO CAMP

Campers should not bring money to camp. Please do not allow your child to bring any toys or valuables (including radios and sports equipment, iPods, game boys, cell phones) from home. If a child brings such items from home, it will be put away by camp staff.

Belongings

Camp staffs are not responsible for any lost or stolen items during the program. We will strive to ensure that your child's belongings are taken care of with respect. We will provide a place for lost and found and you may look there if have any lost items. Children are responsible for their belongings.

PLEASE LABEL ALL ITEMS BROUGHT FROM HOME. THIS INCLUDES: LUNCH BAGS, BACKPACK, HATS, TOWELS AND WATER BOTTLES.

COMMUNICATION

Day Camp Directors can be contacted to discuss any matters regarding your child at 770-814-6981. Important messages for parents will be posted on the information board.

DISCIPLINE

All children are expected to abide by the rules and regulations of day camp. Staff will utilize positive reinforcement to encourage good behavior.

List of unacceptable behaviors:

- Violence, force and intimidation
- Bullying, name-calling or inappropriate physical behavior
- Disrespect other campers, counselors or staff members
- Leaving the group or designated camp grounds

Consequences:

1. Conducts reports will be issued to parents and campers.
2. Campers that exhibit continuous aggressive behavior that results in physical harm to another camper or staff will be removed from the group. Parents will be immediately contacted of aggressive behavior. Campers may be suspended from camp for a day.
3. No camp refunds will be issued for camper's being suspended from camp due to continuous aggressive behavior.

It is the parent's obligation and responsibility to inform the Camp Director's, if your child has any conditions which may affect him/her with the day-to-day activities of camp (this includes hyperactive disorders). This must be specifically noted on your child's admission form and emergency card. Failure to do so may endanger the safety and well being of your child.

MEDICATION

Day Camp Director will **only** administer *Prescription, over-the-counter, or medication* with the following:

1. Written authorization from the health care provider
2. Parent written authorization
3. Medication in the original labeled container.

Please communicate immediately with the Day Camp Director for medical instructions pertaining to your child. Children are not permitted to carry any medications, prescription or over-the-counter, themselves.

EMERGENCY PROCEDURES

Day camp counselors are CPR/First Aid certified. In the event of an emergency, staff will respond accordingly. Staff will utilize the emergency contact information provided by parents/guardians. Every effort will be made to provide appropriate care.

ILLNESS

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they could return to camp. Children who are sick at camp will be separated from the other children and will be offered a blanket and mat to lie on. Parents will be notified to come pick their child up.

INJURIES

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called (upon arrival, emergency medical care will be deferred to these medical personnel). The parent/guardian will be called and notified of any serious injuries. Staff will let the parent/guardian know their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child. Day Camp Directors will complete an incident report for any accident or minor injury. Parents may review this report at their discretion.

NATURAL DISASTERS

All staff members are trained in the established safety procedures. Staff is prepared to precede the fire and tornado drills. Staff will inform campers the drill if needed. Staff will perform specific procedures for responding to the crisis will occur.

FIELD TRIPS

Tuesday: Ages 4&5, 6&7 yr olds- Water Fountain- Duluth Town Green

Wednesday: Ages 9&10, 11&12 – Water Fountain – Duluth Town Green and/ or Rogers Bridge. Eye Candy Art Studio- Main Street, Duluth.

Thursday: Ages 8 (7) yr olds- Water Fountain – Duluth Town Green and/ or W.P. Jones Park
Friday:

Friday: “FUN FRIDAY” at Bunten. Parents invited.
12 noon.

PLEASE USE ONE FORM PER CHILD AND PRINT NEATLY.

Date Completed_____

Child's First Name_____ Last Name_____
Gender: Male_____ Female_____ Birthdate_____ Age_____ School_____
#1 Parent/Guardian's First Name_____ Last Name_____
Address_____ City_____ State_____ Zip_____
Home Phone (_____)_____ Email_____
Parent/Guardian's Work Phone (_____)_____ Cell Phone (_____)_____
#2 Parent/Guardian's First Name_____ Last Name_____
Address_____ City_____ State_____ Zip_____
Home Phone (_____)_____ Email_____
Parent/Guardian's Work Phone (_____)_____ Cell Phone (_____)_____

EMERGENCY CONTACTS AND PICK-UP AUTHORIZATION - The following people should be contacted in case of emergency, only if parent or guardian cannot be reached AND are authorized to pick up the child:

1. Name_____ Relationship to child_____
Phone: Day (_____)_____ Cell (_____)_____
2. Name_____ Relationship to child_____
Phone: Day (_____)_____ Cell (_____)_____

-
Family Doctor _____ Phone (_____)_____
Family Dentist _____ Phone (_____)_____

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Insurance Information: Carrier _____ Policy # _____

IS THE CHILD TAKING ANY MEDICATIONS? YES _____ NO _____

If yes, what kind and why: _____

If medication needs to be administered during the program, a Medication Permission Form must be completed. Call Bunten Road Park for this form, or pick it up in the main office.

HAS YOUR CHILD HAD ANY OF THE FOLLOWING, AND IF SO, PLEASE EXPLAIN:

Special Needs _____ Allergies or Asthma _____
Dietary restriction/s _____ Chronic or recurring illnesses _____
Operations or serious injuries (include date/s) _____
Status of child's vision, hearing, and speech _____

Does your child have a communicable disease or condition which may prove to be a risk to others? YES _____ NO _____

If yes, please comment: _____

SIGNIFICANT INFORMATION ABOUT YOUR CHILD'S BEHAVIOR THAT WOULD BE HELPFUL TO KNOW:

Waiver of Liability— I understand that The City of Duluth assume no responsibility for injuries or illnesses which my minor child may sustain as a result of any physical condition or resulting from participation in any summer program activities or experiences. I expressly acknowledge on behalf of my minor child and heirs that I assume the risk for any and all injuries and illnesses which may result from minor child's participation in these activities. I hereby release and discharge the City of Duluth to its' directors, officers, employees and volunteers from any and all claims for accidents, injuries, death, loss or damage which I or my minor child may suffer as a results of participating in these activities.

Parent/Guardian Authorization

1. In the event that my child needs immediate medical attention for injuries received while participating in a City of Duluth program, I authorize the City of Duluth staff to give my child reasonable first aid, and to arrange transport of my child to a health care facility for emergency services as needed.
2. I agree to the release of any records necessary for treatment, referral, billing or insurance purposes. The City of Duluth receives medical information on campers/participants that may need to be shared with medical providers.
3. My child has my permission to be transported by The City of Duluth to and from field trips.
4. I authorize The City of Duluth to administer syrup of ipecac when instructed to do so by the poison control center.
5. I hereby acknowledge that The City of Duluth will assume that either parent of the child may pick up the child at any time during the program unless there is pertinent court documentation on file with The City of Duluth that indicates otherwise.
6. I hereby release all pictures of my child taken by The City of Duluth for promotional purposes and programming materials including The City of Duluth website.

Parent/Guardian Signature _____ Date ____/____/____

Extended camp program opportunities

We are offering an opportunity for your child to learn a new skill. Each week we will offer a program sampler for your child to sign up for. This is an additional fee to camp. Each program is \$10/day. Each program will be from 5-6pm.

Karate



Monday/Wednesday

InterPlay



Tuesday

Ballet/Tap/Jazz



Thursday