

C O R E

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PARENT HANDBOOK

2014



CITY OF GAHANNA

DEPARTMENT OF PARKS & RECREATION

Welcome to CORE!

Thank you for choosing CORE for your teen. Gahanna Parks & Recreation believes that CORE provides a unique opportunity for teens to grow and develop as individuals and as leaders.

How?

We become resilient by being in situations that push us out of our comfort zones. That's what CORE does for teens: every day, it presents them with a whole new set of challenges, some of which are easily accomplished, others which take persistence, grit, and teamwork.

This is a responsibility that we do not take lightly, and we are grateful for the opportunity to share in this growth with you and your teen.

At CORE, our first priority is the safety and well-being of our campers, and all of our counselors are highly motivated, trained, and dedicated professionals.

On behalf of the entire CORE staff, thank you for entrusting us with your teen. We take pride in providing high quality experiences for you and your camper, and look forward to another challenging and rewarding summer - if you have any questions or concerns, please let me know!

Sara Crombie, MSW, LSW
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City of Gahanna
Department of Parks & Recreation
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PHILOSOPHY AND PURPOSE

Camp Friendship Core Belief & Mission

Our belief is that camp is the perfect outlet for kids to be kids, while simultaneously developing the resiliency necessary to successfully navigate the world around them. Not only do we provide the opportunity and support for children to grow and develop as individuals, we create lifelong memories, lasting relationships, and foster a competent and confident citizenry.

CORE Goals & Outcomes

- Challenge participants to develop independence, self-confidence, and resiliency
 - Learn new skills by participating in a variety of recreational experiences
 - Participant led programming
- Encourage participants to model teamwork, responsibility and other leadership qualities
 - Weekly programming, teambuilding activities, debriefing sessions
 - Assisting twice a week with Camp Friendship activities
- Develop a sense of community and a belief in the importance of community service
 - Weekly service learning projects throughout the Columbus area
 - Preparing and sharing of meals (Breaking Bread)
- Instill an appreciation of the outdoors and an awareness of environmental stewardship
 - Weekly trips to parks and natural areas throughout central Ohio
 - Outdoor skills (canoeing, trip planning, Leave No Trace principles, etc.)

Positive Youth Development – How We Achieve our Goals

The Camp Friendship approach draws heavily from Positive Youth Development (PYD) philosophy. In a broad sense, youth development refers to the stages that youth go through to acquire the attitudes, competencies, values, and social skills they need to become successful adults. Youth move through each developmental stage, they acquire a set of personal assets, or supports, that help them face the challenges ahead and become resilient. More specifically, PYD strategies focus on giving youth the chance to form relationships with caring adults, build skills, exercise leadership, and help their communities.

PYD focuses on encouraging and nurturing these critical assets, rather than reducing particular risks or preventing specific problems. In other words, can we guarantee that your child will never fall down in sports & games, make a bad decision, or experience minor conflict with another camper? **No.** But, we can assure you that our counselors will assist your child in a developmentally appropriate way to stand up and try again, understand and learn from his/her mistakes, or resolve the conflict at hand.

**Camp Friendship 2014 Weekly Schedule
@ Hannah Park**

Monday	Tuesday	Wednesday	Thursday	Friday
Before Care Hours 7:30-9:00 am (All campers together)				
9:00 Get Started!	9:00 Get Started!	9:00 Get Started!	9:00 Get Started!	9:00 Get Started!
9:15-9:30 Sunscreen	9:15-9:30 Sunscreen	9:15-9:30 Sunscreen	9:15-9:30 Sunscreen	9:15-9:30 Sunscreen
9:30-10:00 Opening Circle	9:30 - 3:30 Field Trip	9:30 - 12:00 Service Project	9:30-11:30 Outdoor Skills	9:30-12:00 Counselors In Training at Hannah or pick a park
10:00-12:00 Project & Field Trip Planning				
12:00-12:15 Sunscreen				
12:15-1:00				
12:00-1:00 Lunch & Sunscreen		12:00-1:00 Lunch & Sunscreen	11:30- 1:00 Breaking Bread	12:00-1:00 Lunch & Sunscreen
1:00-3:00 Counselors In Training at Hannah		1:00-3:30 Pool (GSP or HRP)	1:00-3:00 Service Project	1:00-3:00 Counselors In Training at Hannah or pick a park
3:00-4:00 Reading Buddies	3:30-3:45 Snack	3:30-3:45 Snack	3:00-3:30 Return to Camp	3:00-3:30 Closing Circle
	3:45-4:00 Sunscreen		3:45-4:00 Sunscreen	3:30-3:45 Snack
				3:45-4:00 Sunscreen
After Care Hours 4:00-5:30 pm (All campers together)				

****Schedule subject to change depending on week's theme and ability to best program activities and projects**

GENERAL INFORMATION

Dates	Theme
June 9-13	Mission Possible
June 16-20	Under the Sea
June 23-27	Explore Ohio
June 30-July 3*	Wind & Waves (*No camp July 4*)
July 7-11	Color Explosion
July 14-18	Ride the Coasters
July 21- 25	Staycation
July 28-Aug 1	Adventure
Aug 4-8	Celebrate Summer

Hours

CORE runs daily from 7:30am to 5:30pm. Pre-care takes place from 7:30am to 9:00pm. After-care takes place from 4:00pm to 5:30pm. Traditional programmed camp hours are 9:00am to 4:00pm. Pre and after-care are provided at no additional cost.

Occasionally, CORE ventures outside of the Central Ohio area, and may not return until after 4pm. In these cases, at least 48 hours notice will be given.

Where to Drop Off and Pick Up

Parents will drop their camper(s) off and pick them up at Friendship Park, 150 Oklahoma Ave. Sign in will occur at the Gazebo, and CORE campers will store their equipment in the Gazebo as well.

Field Trips

The CORE program is very participant driven, encouraging campers to take ownership over their summer experience. For this reason, weekly field trips are planned by campers themselves.

- Field trips will occur on Tuesdays, with notice given for any field trips not occurring on Tuesdays.
- More information about field trips will be provided as the summer approaches. Please check the Parks & Recreation website for more details. (www.gahanna.gov/departments/parks)
- Please read the weekly CORE newsletter for additional and specific information about field trips.

CORE T-shirts

One t-shirt is provided to each camper registered for CORE. Additional t-shirts can be purchased for \$8.00 each from camp staff.

Pool Day

CORE will visit either the Gahanna Swimming Pool (148 Parkland Dr.) or Hunter's Ridge Pool (341 Harrow Blvd.) on Wednesdays.

Swim Tests

- Campers under 42 inches must pass a swim test administered by a lifeguard.
- Campers only need to take and pass the swim test once the whole summer, but must pass it each year.
- If a camper does not pass the swim test, they may re-take the test the following week they are at camp, for as many weeks as they want until they pass.

Camper Age Requirements

Children attending CORE must be 12 years old on or before their first day of summer camp, and may remain at camp until the day before their 15th birthday.

Some 12 year olds are not ready for the added responsibility and expectations of the CORE program. We ask that parents use their discretion when choosing to enroll their 12 year old. In addition, if CORE staff see and feel that a 12 year old camper is not ready for the added responsibility and expectations of CORE, they may suggest the camper participate in the Camp Friendship program a little longer.

Staff

CORE is an environment in which all camp staff:

- Interact with families in a comfortable, respectful, welcoming way
- Treat participants with respect and listen to what they say
- Treat co-workers with respect and value their perspective
- Teach participants to interact with one another in positive ways
- Teach participants to make responsible choices and encourage positive outcomes
- Are sensitive to the culture and language of participants
- Strive to establish meaningful community collaborations
- Are energetic, positive, and have fun!

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. All staff must meet the following requirements to be employed by CORE:

- At least 18 years of age
- Successful interview with the Recreation Specialist or Recreation Superintendent
- Two positive reference checks and verification of previous work history
- Negative drug screen
- No record in the National Sex Offender Public Database
- No more than 6 points on driver license
- No criminal record on BCI fingerprint background check or FBI background check if lived out of state in past five years.
- Year-round camp staff who are continually employed by the City receive a BCI fingerprint background check and drivers license check annually.

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What to Bring to Camp

- **LUNCH:** Please send a healthy, substantial lunch with your camper that DOES NOT REQUIRE REFRIGERATION. Campers will store their lunches in assigned bins that remain outdoors at the shelter house.
- **CLOSED-TOE ATHLETIC SHOES:** Please send your camper in closed-toe shoes appropriate for active outdoor play. Old tennis shoes are best, because they are already broken in and will get very dirty. Sandals, flip flops, and crocs make everyday activities very difficult and put your camper at a greater risk to trip, fall, or sustain foot and ankle injuries. (Sandals, flip flops, etc. are appropriate for pool days BUT please pack them in your camper's bag and send your camper in closed-toe athletic shoes because we have active play in the morning.)
- **WATER BOTTLE:** Please send a refillable water bottle with your camper. It is important to keep your camper hydrated, and water does the best job. Drinks with high sugar and/or caffeine content do not hydrate your camper as well as water.

- **SWIMSUIT/TOWEL:** Please send a swimsuit and towel with your camper on Wednesdays for pool day.

Personal Belongings & Money – What NOT to Bring to Camp!

Campers are NOT to bring any personal belongings or money to camp, including but not limited to the following:

- Personal Sports Equipment
- Animals
- Electronic Devices (hand held video games, iPods, etc)
- Money
- Trading Cards & Collectibles
- Alcohol and/or Drugs
- Weapons

CORE maintains a no tolerance policy for possession of alcohol, drugs, or weapons. Proper authorities will be called, and disciplinary action will be taken.

CORE campers are NOT permitted to bring cell phones to camp. If your camper needs to bring a cell phone to CORE for use before or after CORE hours, please let the Camp Director know. In such cases, CORE staff will hold the cell phone in their possession until the campers is signed out.

If your child brings personal belongings or money to CORE, the City of Gahanna Department of Parks & Recreation is not responsible for any damaged or lost items.

Parent Access and Participation

Parents/guardians of children enrolled in CORE have unlimited access to the program during operational hours for the purpose of contacting the child and/or evaluating the premises or the care provided. Upon entering the park, the parent must sign-in as a visitor and notify CORE Staff of his/her presence. Parents may contact the Camp Director at 342-4250 to discuss any concerns regarding the camp program. Your input for improvements to our program is encouraged and greatly appreciated.

Daily Sign In & Out Procedures

Campers **MUST** be signed-in to camp every morning, and signed-out every evening. **ABSOLUTELY NO EXCEPTIONS!!!**

Permission to sign a camper in and out is given to any person named on the Health History Form as a parent, guardian, second parent, second guardian, emergency contact, or additional authorized person. ALL authorized persons must show appropriate identification (driver's license, photo ID with name) to remove a participant from CORE—absolutely no exceptions. You **MUST** show appropriate photo identification **EVERY** time you remove your child from camp, even if Camp Staff know you by name.

Additional Sign In/Out Information

At the time of registration there will be a permission slip available if you choose to allow your camper to sign him/herself in and out throughout the summer. If no permission slip is signed, your camper will need to be signed in and out each day by a parent/guardian/other authorized adult.

With a signed permission slip, your camper may sign him/herself in anytime between 7:30-9:00am or sign him/herself out anytime between 4:00-5:30pm. Campers will not be allowed to sign him/herself in or out between the hours of 9:00am-4:00pm. Once signed out for the day, your camper will not be able

to sign him/herself back in that same day. Also unless actively signed in for the day, campers are unable participate in CORE activities.

The City of Gahanna and CORE Staff are not responsible for the supervision of your camper prior to your camper signing him/herself in and after your camper signing him/herself out. Even if he/she remains in the park area or facilities.

Early Drop-Off/Late Pick-Up

Campers may not be not signed in before 7:30am or signed out after 5:30pm. Sign ins earlier than 7:30am and sign outs later than 5:35 PM will be assessed an additional fee. Our program ends promptly at 5:30 PM. It is your responsibility to make every effort to pick up your camper before closing time. Camp Staff have other responsibilities after this time, so please respect the staff in this matter.

Fee Structure

A flat fee of \$10.00 will be assessed to those individuals dropping off before 7:30 AM or picking up after 5:35 PM. In addition to the flat \$10.00 fee, a fee of \$1.00 per minute will be assessed.

For example, a camper dropped off at 7:15 AM will be assessed the flat \$10.00 plus an additional \$15.00 for the 15 minutes before 7:30 AM (bringing the total to \$25.00).

For example, a camper picked up at 5:45 PM will be assessed the flat \$10.00 plus an additional \$10.00 for the 10 minutes between 5:35-5:45 PM (bringing the total to \$20.00).

Payment of Fees

Payment of all fees is expected at the time of drop-off or pick-up. Camp Staff will provide a written receipt for all fees paid. Campers will not be permitted to attend camp until ALL fees are paid.

Planned Absences/Sick Days

If your camper(s) will be missing camp for any reason (illness, vacation, appointments, etc.), please notify Camp and the Department of Parks and Recreation.

ABC Log

The ABC log is our parent/guardian notification system that allows for Camp Staff to effectively communicate events that occur during the day. **A**ccidents, **B**ehaviors, and **C**omments are logged throughout the day by Staff, and must be read and initialed during sign-out by parents/guardians. We try to communicate more than just negative incidents or behavior issues – our counselors are wonderful at recognizing camper achievements, and strive to communicate those just as frequently!

For campers with written permission to sign themselves out, Camp Staff will notify parents/guardians of any ABC Log entries that need signed and initialed. Parents/guardians will then need to make arrangements to sign these entries as soon as possible, as they need signatures in order to meet our record keeping standards.

Behavior Management & Expectations

The CORE program is highly interactive, participant driven, and mobile. CORE campers will be charged with creating their own expectations and rules on the first day of the summer. However, CORE campers are expected to model appropriate behavior **AT ALL TIMES** – CORE campers are role models for our younger Camp Friendship campers, and are expected to:

- a. Use appropriate language.
- b. Be conscious of conversation topics, especially around younger campers.
- c. Listen and follow instructions.
- d. Ask for assistance when needed.
- e. Treat their counselors, fellow CORE campers, and all Camp Friendship Staff and campers with respect.

Our staff, while discouraging inappropriate behaviors, focuses on providing positive reinforcement for acceptable behavior, and encourages learning as a natural part of growth and development. We want each camper to have a positive experience at camp and to experience as much of the camp session as possible.

Accordingly, the following actions will be taken when addressing behavior that is unacceptable in a camp environment:

1. **Reminder.** “Please ask before...”
2. **Verbal Warning.** Counselors will be sure the camper understands why they are receiving a warning. Parents may be notified via ABC log.
3. **Timeout with the CORE Manager.** Incident is documented and parents are notified via phone.
4. **Camper is sent home for the remainder of the day.** Parents will be notified and required to pick up their teen immediately.
5. **Camper is sent home for the remainder of the week.** If a camper returns to camp, and the problem persists, they will be sent home for the rest of the week with no refund.

*If a teen is sent home for the week **twice** during the camp season they will be expelled from camp for the remainder of the season with **no refund**.*

In addition, the following offenses may result in **immediate expulsion from CORE for the remainder of the summer with no refund**.

- Physical Violence
- Possession of Alcohol, Drugs, or Tobacco – Products or Paraphernalia
- Possession of Weapons
- Physical, Verbal, and Cyber Bullying (including taunting, threats, blackmail, etc.)
- Leaving the Grounds Without Permission
- Nudity
- Any Other Criminal Act

Inclement Weather

CORE has specific inclement weather procedures for a multitude of circumstances that are revisited by Camp Staff, police, and fire on an annual basis. In case of severe weather, campers at Friendship Park will be sheltered at the City of Gahanna’s Parks Complex (located across the parking lot at Friendship Park). The shelter house at Hannah Park is enclosed and is safe to protect campers from severe weather, therefore campers at Hannah Park will gather in the shelter house. While at the Gahanna Swimming Pool or Hunters Ridge Pool, pool staff will determine the safety of pool conditions and campers will be sheltered inside the pool building if necessary.

Program Evaluation

The City of Gahanna is committed to continually improving the quality of the CORE experience. Surveys relating to all aspects of camp (program, administration, facilities, staff, etc) are utilized to ensure that an accurate assessment of the program is performed on an annual basis. In response to previous surveys, Camp Staff have implemented ABC Logs for CORE and structured service opportunities that last throughout the summer instead of just one time.

Additionally, the Department of Parks & Recreation welcomes your feedback at any time. Please contact the Camp Director with any questions, concerns or suggestions.

Child Abuse

Ohio Revised Code 2151.421—Reporting Child Abuse or Neglect

By state law, all agencies that provide youth'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 Franklin County Children's Services.

Medication

ALL medications (including over-the-counter or nonprescription drugs) to be administered at camp **MUST BE LISTED ON THE HEALTH HISTORY FORM AND SUBMITTED TO CAMP STAFF BY A PARENT/GUARDIAN.** Parent/guardians are requested to bring enough medication to last the entire camp day. Medications **MUST** be kept in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration—**CORE WILL NOT ACCEPT OR ADMINISTER** any medications not in the original packaging/bottle. Medications that meet the above guidelines will be administered in the following way:

- All medications received by CORE will be stored in a locked container (refrigeration available upon request) and administered according to the health history form and physician's instructions by the CORE Manager or another designated staff person.
- The CORE staff member administering the medication will note the date/time that the medication was given on the Medication Administration Log.
- When at an off-site location, the camper's assigned counselor(s) will carry those medications in a small first-aid kit and administer those medications appropriately, including updating the Medication Administration Log upon returning to camp.
- Parent/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate, and then sign their camper back into the program.

If a camper brings medication to camp that is not listed on the health history form, AND/OR does not meet the above guidelines, AND/OR is not submitted to CORE Staff (camper keeps in backpack or lunch bag) that medication will be stored in the locked medication container until a parent/guardian is able to retrieve it and **WILL NOT** be administered to the camper. In the case that said medication is necessary for the health and well-being of the camper, the parent/guardian will be contacted to come and administer said medications. At this time the camper's Health History Form must be updated or the camper will not be permitted to remain at CORE.

Medical Procedures

All regularly scheduled CORE counselors, Assistant Manager, and Manager must have a valid CPR/First Aid/AED certification to be employed at CORE. CORE Staff are prepared to use basic first aid skills to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play. For specific Medical Standing Orders please contact the Department of Parks & Recreation at sara.crombie@gahanna.gov, or (614) 342-4250.

- CORE Staff are authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply bandages when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health History Forms, provide more advanced first-aid (within the scope of training) as requested by parent/guardian when accompanied by physician's instructions (assist with epi pen, etc).
- CORE Staff are expected to call either a camper's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
- CORE Staff are expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc) at all times when dealing with ANY medical situation.

- Incident forms will be completed after any treatment is provided and notes will then be recorded in the ABC log.

Emergency Procedures

All CORE and Camp Friendship Staff are charged with responding to emergencies. The general principles that govern all emergency situations apply:

- Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
- Provide basic care consistent with training level.
- Take care of the most important conditions first--maintain open airway, control severe bleeding, and prevent shock.
- Redirect and engage campers not involved in the emergency in non-threatening, low impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).

Refund and Credit Policy

NO CREDITS, REFUNDS OR TRANSFERS WILL BE ISSUED AFTER JUNE 9, 2014. Customer requested cancellations or transfers received on or before June 9, 2014 will receive department household credit only.

- Credits expire one year from the date issued.
- Customers using a household balance to register for a program will forfeit their credit if they choose to unenroll in the program.
- Gahanna does not offer customer-requested refunds for any programs, including Summer Camp.
- All customer requested cancellations and changes are subject to a \$25 administrative fee. This includes transferring from one week of camp to another. If changes to registration are made more than one time, multiple administrative fees will apply.
- No credits or transfers will be issued for customer requested cancellations after June 9, 2014. This includes missing any portion of camp due to vacation, schedule conflict, or any non-emergency situation.
- Refunds or credits for hardship situations must be requested by letter to the Department Director. Requests must be accompanied by proof and should be presented no less than one week prior to affecting camp attendance. Hardship situations are defined as a job transfer of 25 miles or more away or serious medical condition.
- Refunds or credits for emergency situations (i.e., camper illness/injury/medical emergency, etc) should be requested in writing to the Department Director within two weeks of first occurrence impacting camp attendance.
- Must be accompanied by proof such as doctor's note restricting participation.

9 Week "Endless Summer" Special - *Additional Stipulations for refunds:*

Due to the incentive offered for 9 Week Registrations, the refund schedule for any and all cancellations, changes, etc is listed below and is in addition to general refund policies as outlined above:

- Change of weeks/location: \$25 administrative fee
- Cancellation of 1 week: No Refund/Credit (please give notification)
- Cancellation of 2-8 weeks: Each week will be credited at the non-special pricing, less the \$25 administrative fee charged for the change.