



CITY OF GAHANNA  

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DEPARTMENT OF PARKS & RECREATION

**PARENT HANDBOOK**

**SPRING BREAK 2016**

## **Welcome to Spring Break Camp!**

Thank you for choosing Gahanna Parks & Recreation's Spring Break Camp for your child. Gahanna Parks & Recreation believes that camp provides a unique opportunity for children to grow and develop, interact with peers and adults, and foster resilience.

### ***How?***

We become resilient by being in situations that push us out of our comfort zones. That's what camp does for youth: every day. It presents them with a whole new set of challenges, some of which are easily accomplished, others which take persistence, grit, and gaining new skills. This responsibility is not one that we take lightly, and we are grateful for the opportunity to share in this growth with you and your child.

At Spring Break Camp, our first priority is the safety and wellbeing of our campers. We strive to serve as a fun-filled school break camp option for children while also providing a service for working families. Although our base site is indoors, at Spring Break Camp, we still encourage our campers to get outside and get active!

On behalf of the Parks & Recreation Camp Staff, thank you for entrusting us with your child. We take pride in providing high quality experiences for you and your campers and look forward to another amazing spring break. If you have any questions or concerns, please let me know!

*Sara Crombie, MSW, LSW*

Camp Director

City of Gahanna

Department of Parks & Recreation

614.342.4250

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## **GENERAL INFORMATION**

### **Hours**

Camp runs daily from 7:00 AM – 6:00 PM. Pre-care takes place from 7:00 AM – 9:00 AM. After-care takes place from 3:00 PM – 6:00 PM. Programmed camp hours run from 9:00 AM – 3:00 PM.

### **How to Contact Camp**

Camp Staff can be reached by contacting the Department of Parks & Recreation front desk at 614-342-4250 from **8am-5pm**. There will also be a camp phone and a Camp Director phone (numbers to be sent out via email before camp starts) to use during camp hours.

### **Where to Drop Off and Pick Up**

Parents will drop their camper(s) off and pick them up at Lincoln Elementary, located at 515 Havens Corners Rd. At drop off, parents **MUST** walk their camper inside the building to sign them in each day. There will either be a Camp Staff member to greet you or signs directing you to the sign in location. Campers are to be picked up at the same location, with a parent/guardian coming in to the building to sign out the child.

### **Daily Sign-in/Sign-out Procedures**

Campers **MUST** be signed in to camp every morning, and signed out every evening by a person listed on the Health History Form as a parent, guardian, second parent, second guardian, emergency contact, or additional authorized person, ***ABSOLUTELY NO EXCEPTIONS!*** ALL authorized persons must show appropriate identification (driver's license, photo ID with name) to remove a participant from Spring Break Camp, ***ABSOLUTELY NO EXCEPTIONS!***

*You **MUST** show appropriate photo identification EVERY time you remove your child from camp, even if the counselors know you by name.*

### **Early Drop-Off/Late Pick-Up**

Campers may not be dropped off before 7:00am or picked up after 6:00pm. It is your responsibility to make every effort to pick up your camper(s) before closing time. Drop-offs earlier than 7:00am and pick-ups later than 6:05 PM will be assessed an additional fee.

### *Fee Structure*

A flat fee of \$10.00 will be assessed to those individuals dropping off before 7:00 AM or picking up after 6:05 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 6:45 AM will be assessed the flat \$10.00 plus an additional \$15.00 for the 15 minutes before 7:00 AM (bringing the total to \$25.00). Likewise, a camper picked up at 6:15 PM will be assessed the flat \$10.00 plus an additional \$10.00 for the 10 minutes between 6:05-6:15 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. If no notification is received, Camp Staff will call parent/guardians of campers who are unexcused, to make sure they are not planning on coming to camp that day.

## Camper Age Requirements

Camp participants must be five years old on or before their first day of camp, and may remain at camp until the day before their thirteenth birthday.

## Staff

Gahanna's Spring Break Camp 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 Camp Staff meet the following requirements:

- At least 18 years of age
- 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.

## What to Bring to Camp

1. **LUNCH:** Please send a healthy, substantial lunch with your camper that **DOES NOT REQUIRE REFRIGERATION**. Campers will store their lunches in assigned bins.
2. **SNACK:** Morning snacks will not be provided, so please send a light snack with your camper if you would like him/her to have a morning snack to help hold until lunch.
3. **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.
4. **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.
5. **WEATHER APPROPRIATE OUTDOOR CLOTHING:** Campers should be prepared to play outdoors despite the weather! Please send your child in old clothing and shoes that can get dirty and are appropriately warm or dry for the inconsistent Ohio weather – layers, hat, and gloves may be necessary!
6. **CHANGE OF CLOTHES:** We make every effort to notify parents if we plan on campers getting wet - creeking, water games, etc., but sometime the fun is spontaneous! Please pack a change of clothes every day so that your camper will be comfortable no matter what the camp day brings.
7. **BACKPACK:** To hold everything!
8. **Please label EVERYTHING that comes to camp with your campers first and last name!**

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

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

*Gahanna Parks & Recreation maintains a no tolerance policy for possession of alcohol, drugs, or weapons in their camp programs. Proper authorities will be called, and disciplinary action will be taken.*

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

## **Fieldtrips**

All campers will be required to wear a bright colored wristband (printed with the Parks & Recreation phone number) during fieldtrips, so they can be easily identified by camp staff. Campers will be transported in City of Gahanna vehicles or school buses that are equipped with first aid kits. *Please do NOT send money with your campers as they are NOT allowed to spend personal money on fieldtrips.*

## **Parent Access and Participation**

Parents/guardians of children enrolled in camp 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 coming to visit Spring Break Camp, the parent must sign-in as a visitor and notify the Camp Staff of his/her presence. Parents may contact the Camp Director at 342-4250 (or the phone number that will be emailed closer to camp starting) to discuss any concerns regarding the camp program. Your input for improvements to our program is encouraged and greatly appreciated!

## **Parent Communication**

Camp Staff will contact parents via email prior to the first day of Spring Break camp with additional details and information for the week. There will also be a board posted at the sign in/out table with schedule information and/or important changes.

During the camp session, Camp Staff will notify parents/guardians of camper illness or injury via a phone call or written documentation in the ABC Log or an Incident Report. For major or severe illness and injury, Camp Staff will call the camper's parent/guardian as soon as possible to inform him/her of the situation and any additional care or treatment needed.

## **ABC Log**

The ABC log is our parent/guardian notification system that allows for Camp Staff to effectively communicate events that occur throughout the day. **A**ccidents, **B**ehaviors, and **C**omments are logged throughout the day by Camp 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 staff is wonderful at recognizing camper achievements, and strives to communicate those just as frequently!

In the past, the ABC log has been a continuous record stored in the back of the sign in & out binder, with multiple campers logged on each page. In order to respect the privacy of campers, each camper will now have his/her own ABC page.

## **Behavior Management**

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.** Camp Staff will be sure the camper understands why he/she is receiving a warning. Parents may be notified via ABC log.
3. **Timeout within their group/activity.** Timeout length is equal to the camper’s age (a five year old will sit in timeout for five minutes). Parents are notified via ABC log.
4. **Timeout with the Assistant Camp Manager or the Camp Director.** Incident is documented and parents are notified via phone.
5. **Camper is sent home for the remainder of the day.** Parents will be notified and required to pick up their child immediately.
6. **Camper is sent home for the remainder of the week.** If a camper returns to camp, and the problem persists, he/she will be sent home for the rest of the week with no refund.

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

- Physical Violence
- Possession of Alcohol, Drugs, or Weapons
- Physical, Verbal, and Cyber Bullying (including taunting, threats, blackmail, etc.)
- Leaving the Grounds
- Nudity
- Any Other Criminal Acts

## **Fighting**

Campers are *always* sent home for *at least* the remainder of the day after participating in a fight. It does not matter who started the fight, or who is to “blame,” all participants must go home - a fight will not start with only one participant. A camper may be removed from camp for the remainder of the week at the discretion of the Camp Director.

## **Health & Wellness**

All regularly scheduled Camp Staff must have a valid CPR/First Aid/AED certification. Camp 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 (614)342-4250.

- Camp 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 epipen, etc.).
- Camp 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.
- Camp 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 reports will be completed after any treatment is provided and notes will then be recorded in the ABC log.

## **Communicable Diseases**

If a child becomes ill during the day or is suspected of having a communicable disease, he/she will be isolated and attended to by an adult until the parent or responsible person is contacted by telephone and arrives to take the child home. Children exhibiting the following symptoms or who develop these symptoms during camp hours will be sent home and will not be permitted to return until symptoms have not been present for 24 hours.

1. Diarrhea
2. Severe coughing (causing the child to turn red or blue or make a whooping sound)
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Pink eye
6. A resting temperature of 99 degrees F taken by under the arm (Staff will not take the temperature, this is for a child exhibiting this symptom at home)
7. Untreated infected patches or rashes on the skin
8. Stiff neck
9. Vomiting
10. Evidence of lice, scabies or other parasitic infestation
11. Sore throat or difficulty in swallowing

Any child exhibiting the above symptoms during camp hours will be isolated from the rest of the group (within sight of the leaders), provided with a seat, and carefully observed. The parent or guardian will be called immediately to pick up the child.

## **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**. 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—Spring Break Camp **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 Camp Staff 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 camper's assigned counselor(s) or another designated staff person.
- The Camp 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. He/she will also update the Medication Administration Log, upon returning to camp.
- Parents/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 Camp Staff (i.e. 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 Spring Break Camp.

## **Emergency Procedures**

All Camp 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).

## **Inclement Weather Policy**

The weekly schedule may be modified or changed based on weather conditions.

## **Child Abuse**

Ohio Revised Code 2151.421—Reporting Child Abuse or Neglect

By state law, all agencies that provide youth 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.