



Camp Friendship Camping Company
Spring Break Camp
Parent Handbook
Mar 23 - 27, 2020

Welcome to Spring Break Camp!

Thank you for choosing Camp Friendship Camping Company'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 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 child.

Please review the following pages of the Parent Handbook for important details about camp operations and answers to many common questions.

On behalf of the entire Camp Friendship Camping Company (CFCC) staff and the Gahanna Recreation 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. At any time, if you have any questions or concerns, please feel free to contact me directly.

Sarah K. Mill

Recreation Supervisor
City of Gahanna
Department of Parks & Recreation
614.342.4252
sarah.mill@gahanna.gov



Location & Hours of Operation

Address: Gahanna Lincoln Elementary, 515 Havens Corners Rd.
 Pre-Care Hours: 7:30 – 9:00 AM
 Camp Hours: 9:00 AM – 3:00 PM
 After-Care Hours: 3:00 – 5:45 PM

Important Phone Numbers:

On-Site Cell: 614-907-0394 *Please call if your camper will be absent or late!*
 Camp Director Cell: 614-907-3798
 City Hall: 614-342-4250

Important Reminders!

All participants must have a current health profile and consent to participate completed in ePACT prior to participating in the camp program. You will receive an authorization link by email to the address listed on your registration. Please contact the Camp Director, Sarah Mill, with questions. Children will ONLY be released at pick-up to persons listed as approved on the camper’s health profile. All authorized persons must show a photo ID, each day, with name to remove a participant from camp.

Sample Daily Schedule

7:30 – 9:00 AM Early-Care (check-in, independent or small group games, coloring, reading, etc.)
 9:00 AM Camp begins – morning welcome & review camp rules
 9:15 AM Snack (packed from home)
 9:30 AM Leave for Field Trip
 10:00 AM Off Site Field Trip
 11:30 AM Lunch (packed from home)
 Noon Return to Camp
 12:30 PM Group crafts, games, themed lessons
 2:45 PM Snack (provided)
 3:00 – 5:30 PM After-Care

Daily Themes & Field Trips*

Mon, Mar 23	Tue, Mar 24	Wed, Mar 25	Thu, Mar 26	Fri, Mar 27
Field Trip: Locker Soccer (Gahanna)	Field Trip: Fun in the Jungle (Sunbury)	Field Trip: Franklin Park Conservatory (Columbus)	Blue Jackets Hockey Clinic (On-Site)	Field Trip: Blendon Woods Metro Park (Columbus)

**Field Trips listed are what is scheduled at the time of registration opening. While we will do our best to honor advertised trips, the City of Gahanna reserves the right to modify field trips/enrichment opportunities due to weather conditions, scheduling conflicts, etc.*

PHILOSOPHY & PURPOSE

CFCC 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.

CFCC Goals & Outcomes

1. Provide a structured and supportive environment for campers and staff alike.

Campers should feel safe at all times. A physically and emotionally supportive environment sets the stage for social learning and resilience, creating the opportunity for campers to overcome challenges, solve problems, and make mistakes without fear of judgment.

2. Promote campers' physical, social, and cognitive competence.

Campers are encouraged to ask for assistance, but also to work with peers and counselors to devise solutions to their problems; they will be challenged to resolve conflict with peers in a developmentally and socially appropriate manner. Counselors model clean communication by using positive, specific, and supportable words to communicate rules, analyze situations, and describe themselves and others.

Positive Youth Development – How We Achieve our Goals

The CFCC 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. As 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 during an all-camp activity, 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.

Friendship and Conflicts

It is wonderful to see children seek out friends each day, but it is also natural for some personalities to clash while spending a good deal of time together. Our counselors are trained to assist your child in working through his/her conflicts in a way that introduces and reinforces positive conflict resolution skills.

Your child will probably share both the positive and the negative events of the day with you in the evening. Conflicts at camp usually last less than five minutes, but can leave a lasting impression. Your child may want to revisit upsetting events from the day, needing parents to listen to what happened. It can be difficult to hear your child was upset, but please remember that conflicts are where children learn to deal with adversity and cope with disappointment - two crucial, lifelong skills.

GENERAL INFORMATION

Gahanna CFCC's Spring Break Camp Age Requirements

Spring Break Camp is for campers ages 5 – 12 years old. 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.

Hours

This year, Spring Break Camp is being held on the following days: Mar 23, 24, 25, 26 & 27. Camp is open from 7:30 AM to 5:30 PM each day. Traditional programmed camp hours are 9:00 AM to 3:00 PM. Pre-care takes place from 7:30 to 9:00 AM. After-care takes place from 3:00 to 5:30 PM. Pre and after-care are provided at no additional cost.

Where to Drop Off and Pick Up

Parents will ALWAYS drop their camper off at Lincoln Elementary, located at 515 Havens Corners Road. The front doors to the school will be unlocked and Camp Staff will be stationed in the front hallway with the sign in/out book during prime drop off and pick up times. During non-prime drop off and pick up times, there will be a sign posted on the front door with the camp phone number. It is asked that parents call the camp phone number to be let in the building.

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 camper's ePACT health profile 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 Spring Break Camp – **No Exceptions!**

Early Drop-Off/Late Pick-Up

Campers may not be dropped off before 7:30 AM or picked up after 5:30 PM. It is your responsibility to make every effort to pick up your camper(s) before closing time. Drop-offs earlier than 7:30 AM and pick-ups later than 5:35 PM will be assessed an additional fee.

Fee Structure

A flat fee of \$10.00 will be assessed to those individuals dropping off before 7:30 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). Likewise, a camper picked up at 5:40 PM will be assessed the flat \$10.00 plus an additional \$5.00 for the 5 minutes between 5:35-5:40 PM, bringing the total to \$15.00.

Payment of Fees

Payment of all fees is expected at the time of drop-off or pick-up. Fees can be paid by cash or check at Camp or credit cards can be accepted by calling the Department of Parks and Recreation during business hours. 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, arriving late, or leaving early for any reason (illness, vacation, appointments, etc.), please notify Camp Staff so that any necessary arrangements can be made. Please note that it is our policy to call a camper's parent/guardian if we have not heard from you within 30 minutes of the camp start time.

How to Contact Camp

Camp staff may be reached during camp hours on the camp cell phone, 614.907.0394. The Camp Director, Sarah Mill, can be reached during camp hours at 614.907.3798 (cell) or 614-342-4252 (office).

If you are unable to get a hold of Camp Staff, or if you need further assistance, please call the Department of Parks and Recreation front desk 8:00 AM – 5:00 PM at 614.342.4250.

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, as we are not able to provide refrigeration for camper lunches.
- **SNACK:** Morning snacks are not provided, so please send a snack with your camper if you would like him/her to have a morning snack to help hold until lunch. Camp will provide one afternoon snack per camper each day of camp.
- **CLOSED TOE ATHLETIC SHOES:** Please send your camper in closed-toe shoes appropriate for active play. Old tennis shoes are best, because they are already broken in and will most likely get dirty. **For campers who come to camp without the proper footwear, staff will make the appropriate phone calls home, and campers will be asked to sit out from activities until proper footwear is acquired.**
- **WATER BOTTLE:** Please send a refillable water bottle with your camper. Even though Camp is held mostly indoors, 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.
- **WEATHER APPROPRIATE CLOTHING/LAYERS:** We make every effort to notify parents if we plan on campers going outside in the cold/snow, but sometimes the fun is spontaneous! Please make sure to send your camper with weather appropriate clothing such as winter coat, snow pants, boots, hat, gloves, and scarf.
- **BACKPACK:** To hold everything!

Please label EVERYTHING that comes to camp with your camper's first and last name! Misplaced items will be placed in the camp's lost & found bin.

What NOT to Bring to Camp!

Campers are NOT to bring any personal belongings other than those listed above, including but not limited to the following:

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

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

The City of Gahanna Department of Parks & Recreation is not responsible for any damage to or loss of personal items.

Field Trips

Field trips are held periodically and scheduled in advance. Campers will be required to wear a bright colored wristband (printed with the Parks and Recreation phone number) during field trips so they can be easily identified by Camp Staff and reunited with camp personnel in the event of accidental separation away from camp. Campers will be transported to field trips either by Gahanna-Jefferson school buses or in City of Gahanna 15-passenger vans, all of which are equipped with first aid and emergency kits.

About the Staff

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 staff must meet the following requirements to be employed by the City of Gahanna in CFCC programs:

- At least 18 years of age
- Successful interview with the Camp Director
- 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 driver's license check annually
- Staff training in compliance with recommendations from the American Camp Association

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 entering the park, the parent must sign-in as a visitor and notify Camp Staff of his/her presence. Parents may contact the Camp Director at 614-342-4250 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 notify parents/guardians of camper illness or injury via a phone call or written documentation in the ABC-N Log or an Incident Report. For major or severe illness and injury, Camp Staff will call the camper's parent/guardians as soon as possible, to inform them of the situation and any additional care or treatment needed.

ABC-N Log

The ABC-N 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, **C**ompliments, and **N**otes are logged throughout the day by counselors, 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!

Behavior Management Process

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-N 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-N log.
4. **Timeout with a member of the Leadership Team.** 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, they 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 Camp 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

Camperers 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.

Bullying

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, social media, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Camp bullying is inexcusable, and we have a firm policy against all types of bullying. Our Camp philosophy is based on our mission statement which ensures that every camper has the opportunity to try new things, form positive relationships with other children, and overcome challenges in a safe environment, free from judgment. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their coworkers and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great time at Camp.

Did you know that up to 60% of all bullying instances are not reported? CFCC seeks to maintain a bully-free community for our campers and staff. In order to do this, we need you and your children's help! The first step to ending bullying is to tell someone -we cannot address the issue until we are aware of it. If your child is the target of bullying **or** they witness another child being bullied, *please encourage them to tell a counselor as quickly as possible!*

Help Your Child Understand What Bullying Is . . . and Isn't

Bullying involves three things: an intent to harm (it's *deliberate*), repeated acts or threats of aggressive behavior, and a power imbalance. Kids who bully are consciously choosing to be cruel, with no sense of regret or remorse—even when the targets of bullying show or express their hurt or tell the aggressors to stop. Sometimes they're hurting too, thinking that hurting someone else can stop their pain.

Here's one way our community explains the different tiers of hurtful behavior:

- When someone says or does something unintentionally hurtful and they do it once, that's **RUDE**.
- When someone says or does something intentionally hurtful and they do it once, that's **MEAN**.
- When someone says or does something intentionally hurtful and they keep doing it—even when you tell them to stop or show them that you're upset—that's **BULLYING**.

There may be times that your child will experience another camper being "rude" or "mean." This is a normal childhood occurrence, and our counselors are trained to guide your child through those experiences. Bullying should never be a normal childhood occurrence, and it's important to recall the 3 defining characteristics of true bullying:

1. **It is deliberate** – a bully's intention is to hurt someone.
2. **It is repeated** – a bully often targets the same victim again and again.
3. **It involves a power imbalance** – a bully chooses victims she or he perceives as vulnerable.

Inclement Weather

Gahanna Parks and Recreation camp programs have 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 Lincoln Elementary will be sheltered in the restrooms or the interior hallways of the school.

In case of severe weather, you will be notified by phone call and email. Camp will only close in the case of a Snow Emergency that restricts traffic on local streets. However, we may delay the opening of camp during non-Snow Emergency situations, to allow for staff to safely travel to camp. **In the case of extreme snowfall and any level Snow Emergency, field trips may be cancelled if road conditions are hazardous, even though camp is still open.**

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).

Health & Wellness

All regularly scheduled Camp staff must have a valid CPR/First Aid/AED certification to be employed by Gahanna Parks & Recreation as a camp counselor. 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 indoor/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 Epi-pen, 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 forms will be completed after any treatment is provided and notes will then be recorded in the ABC-N log.

Communicable Diseases

If a camper 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 Fahrenheit. (Staff will not take the temperature at camp. 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, bed bugs, 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—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 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.
- 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, 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 Gahanna Camp 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 on ePACT or the camper will not be permitted to remain at Camp.

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.

Program Evaluation

The City of Gahanna is committed to continually improving the quality of our camp programs. Surveys relating to all aspects of the CFCC programs (programming, administration, facilities, staff, etc.) are utilized to ensure that an accurate assessment of the program is performed on an annual basis. As a result of previous surveys, we have adjusted introduced enrichment teams, special off-site excursion opportunities for our older campers, as well as implemented more team building and color group time. Additionally, the Department of Parks & Recreation welcomes your feedback at any time. Please contact the Camp Director with any questions, concerns or suggestions.

REFUND AND CREDIT POLICY

Program Refunds and Credits: Refunds are only issued in instances when a program has been cancelled by the Department.

Camp Day Closures: We will contact you via email and phone if camp is closed. If you do not hear from us, please assume that camp is open and running that day.

NO REFUNDS WILL BE ISSUED FOR CUSTOMER REQUESTED CANCELLATIONS.