

# 2019 WILLARD SUMMER DAY CAMP

## *Guidelines/General Information*

### WHAT A CAMPER NEEDS:

- Name written on all items
- Wear old play clothes — you may get dirty and wet!!
- Close toed shoes — **NO FLIP FLOPS!**
- Sack lunch with a drink & 2 snacks
- Sun Screen and Bug Spray are recommended
- Swim wear, sunscreen and towel for swim days
- Issued Camp shirt for field trips

### WHAT A CAMPER **DOES NOT** NEED:

- Open toed shoes—NO SANDALS or FLIP FLOPS
- Valuable items that may be lost or broken
- Game Systems, MP3 Players, Cell Phones, Toys

### DISCIPLINE GUIDELINES

⇒ Campers are expected to display appropriate behavior while at camp.

\*For most behavior issues, the first occurrence will result in a warning. All other occurrences will result in a time out of activities.

\*The following behaviors will result in a write up: profanity, kicking, hitting, biting or any other physical aggression, repeatedly refusing to following directions and/or yelling at a counselor, breaking or vandalizing property, stealing, threatening another person, or any other behavior deemed inappropriate by director.

\*These behaviors result in a write up and camper will be immediately sent home: Physical aggression towards a counselor, self injuring, refusing to cooperate with director, possession of weapons, or any other behavior deemed inappropriate by director.

\*Write ups result in: 1. Warning 2. 1-3 days suspension 3. 3-5 days suspension 4. Expulsion from camp

### SIGN IN AND SIGN OUT

⇒ Each camper must be signed in and out daily.

⇒ **ID's will be checked!**

⇒ Campers will only be released to a person designated by the parent/guardian to pick them up. **Parents—please include your name(s) on the list!**

⇒ Requests for an addition to the **Pick-up Authorization Form** to pick up a child, must be submitted in writing by the parent/guardian. For the security of the campers and staff, pick-ups will only be allowed at off-school sites with prior notification.

### PICK UP/ DROP OFF

⇒ Available for parents who need care before or after program hours.

\* Drop off is from 6:30 am - 8:30 am

\* Pick up is from 4:00 pm - 6pm

⇒ Campers must be picked-up **by 6pm**.

⇒ A **\$10 LATE FEE** will be charged for each 15 minutes, or portion thereof, that the parent is late.

\* Camper(s) will not be allowed to return to camp until all late fees are paid.

\* A parent who is repeatedly late will not be allowed to register for future weeks of camp.

⇒ Authorities will be notified if children are not picked-up from camp by 7pm

### SICK CHILD

⇒ Please do not send your child to camp with a fever or an illness.

⇒ If your child exhibits symptoms of illness or fever, you will be called to pick up your child.

⇒ We ask that you make every effort to pick up the child as quickly as possible.

### MOVIES

⇒ During camp we will be watching G and PG rated movies.

### CAMP SHIRT

When registering for camp, a \$10 fee is required regardless of how many camp days you will attend. This covers the shirt that shall be worn for all field trips.

## MEDICAL AUTHORIZATION

- ⇒ If your child needs to be given medication (prescription or over-the-counter) while at camp, you must have a completed **Medical Authorization** form on file.  
*\*No Medication will be given without this form on file.*
- ⇒ All medications must be in the original, properly labeled container when sent to camp.

## INSURANCE

- ⇒ The Willard Park's does not provide any accident or hospitalization insurance for camp participants. We recommend that you review your own family policies for coverage information.

## INCLUSIVE RECREATION

- ⇒ If your child requires accommodations for participation, please notify us at least two weeks prior to the week they will attend.

## EMERGENCY SITUATIONS

- ⇒ If you have an emergency and need to contact your child during camp hours, please call the **Willard Recreation Office @ 742-2262**
- ⇒ Phones will be answered from 6:30 am—6pm during camp.
- ⇒ The Camp Director will be paged to return your call.

## PARTICIPATION

- ⇒ Day camp programs are designed with youth in mind.
- ⇒ We encourage all children to participate in, or at least try, all activities.

## Lunches, Snacks, & Concessions

- ⇒ Lunches and snacks must be brought from home every day.
- ⇒ We will not be able to microwave lunches at the REC, so please pack accordingly.
- ⇒ We will sell concessions and healthy snack options during snack time.
  - \* Parents can add funds to a concessions account at front desk.
  - \* Parents can also set up guidelines on their child's account as to what they are allowed to purchase, spending limits, and ingredient restrictions.
  - \* Concession money is only accepted from parents or guardians and **can only be used at the Willard Rec concessions**. Campers may not add money to their own account.
  - \* Child will need 2 snacks a day (or money on concessions to purchase a snack).

## MONEY

- ⇒ May be brought for gift shops, concessions, arcade games, etc. on field trip day only.

## TRIPS

- ⇒ Fees for most field trips is included in tuition, however some might require an additional fee.
- ⇒ The field trips with an additional fee are noted on the calendar.
- ⇒ Please have your camper wear the appropriate REC shirt on field trip days.

## CAMP AGE REQUIREMENTS

- ⇒ Our camp is for children 5 yrs old AND entering kindergarten through entering 6th grade.
- ⇒ WOHE location is for entering Kindergarten through enter 4th grade (and **must** attend WOHE, Central or South elementary).

## PAYMENTS

- ⇒ Payments for camp must be made no later than the Thursday before the week you plan to attend to avoid the **\$10 late fee**. No 'Credits' will be forwarded for missed days.
- ⇒ Rates for Residents and Non Resident are \$22.50 per day per child or \$90 per week if paid in advance.

# 2019 Willard Summer Day Camp Releases & Policies

Initial	<b>SWIMMING</b>
	Swimming involves transportation/and or walking to and from as well as swimming at public pools. All Campers must pass a swim test before being allowed to swim in the deep end.
Initial	<b>FIELD TRIPS</b>
	Day Camp activities involve transportation to and from the destination. Some field trips may require a separate nominal fee. By signing below, I grant permission for my child(ren) to be transported to field trips during the day camp programs. My signature also acknowledges that I may be required to provide additional fees for specific field trips.
Initial	<b>EMERGENCY CLAUSE</b>
	In the event I cannot be reached in an emergency, I hereby give my permission to employees of this Day Camp to secure proper medical care for my child as deemed necessary. This permission extends from minor first-aid treatment to (under a doctor's orders) hospitalization, injections, anesthesia, surgery, and other medical procedures deemed necessary.
Initial	<b>RELEASE CLAUSE</b>
	The undersigned hereby releases and holds harmless this Day Camp and any officers, employees or agents thereof, including without limitation the Willard Park Board, City of Willard, from any and all claims liabilities, or demands whatsoever arising out of the enrollment or participation in any program by the participant herein.
Initial	<b>LATE DROP OFF POLICY</b>
	All campers must be dropped off no later than 8:30am. This is especially important on field trip day. The bus WILL NOT wait for any camper not dropped off by the specified time, no exceptions
Initial	<b>LATE FEE</b>
	Payments MUST be made no later than the Thursday before the week of camp you plan to attend to avoid \$10 late fee. You will not be allowed to sign in until you have paid for that week of camp plus the \$10 dollar late fee. <u>There are no drop in's permitted at the WOHE location</u> -you must pre register
Initial	<b>LATE PICK-UP POLICY</b>
	All Campers must be picked up from their Open Door Site no later than 6pm. Any parent arriving late will be charged \$10.00 for each 15 minutes he or she is late. <b>Campers will not be allowed to return to Camp until this fee is paid.</b> If a parent is late more than three times, the child will not be allowed to return to Camp.
Initial	<b>BEHAVIOR POLICY</b>
	For most behavior issues, the first occurrence will result in a warning. All other occurrences will result in a time out of activities. Write ups result in: 1. Warning 2. 1-3 days suspension 3. 3-5 days suspension 4. Expulsion from camp I have read and agree to the more detailed list on the camp guidelines page.

I agree to all the releases and policies stated above:

Signature of Responsible Party \_\_\_\_\_ Date: \_\_\_\_\_

# 2019 WILLARD SUMMER DAY CAMP

## PARTICIPANT INFORMATION

<b>CAMPER #1 NAME:</b>		<b>MEDICATIONS</b> <u>YES</u> <u>NO</u>	<b>MEDICATION NAME:</b>
<b>CAN YOUR CHILD BE PHOTOGRAPHED:</b> <u>YES</u> <u>NO</u>	<b>Swim only in shallow area <u>RED</u></b>	<b>May Use slides and swim in lap lanes <u>YELLOW</u></b>	<b>Entire pool including diving boards <u>GREEN</u></b> (Height Restrictions)
<b>CAMPER #2 NAME:</b>		<b>MEDICATIONS</b> <u>YES</u> <u>NO</u>	<b>MEDICATION NAME:</b>
<b>CAN YOUR CHILD BE PHOTOGRAPHED:</b> <u>YES</u> <u>NO</u>	<b>RED</b>	<b>Yellow</b>	<b>GREEN</b>
<b>CAMPER #3 NAME:</b>		<b>MEDICATIONS</b> <u>YES</u> <u>NO</u>	<b>MEDICATION NAME:</b>
<b>CAN YOUR CHILD BE PHOTOGRAPHED:</b> <u>YES</u> <u>NO</u>	<b>RED</b>	<b>YELLOW</b>	<b>GREEN</b>

### Pick-Up Authorization

*Parents & Guardians: Please include yourselves on this form!*

**Parent/Guardian #1** \_\_\_\_\_

**Parent/Guardian #2** \_\_\_\_\_

**Emergency Contact #1** \_\_\_\_\_

*\*Person to be reached if parent/guardian is not available in the event of an emergency. Can pick up*

Home Phone \_\_\_\_\_ Cell or Work Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Emergency Contact #2** \_\_\_\_\_

*\*Person to be reached if parent/guardian is not available in the event of an emergency. Can Pick up*

Home Phone \_\_\_\_\_ Cell or Work Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Authorized Person #1** \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell or Work Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Authorized Person #2** \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell or Work Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**\*Name of person(s) NOT allowed to pick up my child:** \_\_\_\_\_

*\*Appropriate custody paperwork must be attached if a **parent** is not allowed to pick up a child.*

Office use only:

# 2019 NON-INJECTABLE MEDICATION AUTHORIZATION

*This information is confidential and for staff use only.*

Medication Forms *must be completed in full* and on file before your child can receive medication.

***All medication will be given by a trained Staff Member***

**Child Name:** \_\_\_\_\_ **Camp Attending:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Prescribed Medicine #1:** \_\_\_\_\_ For treatment of: \_\_\_\_\_

Exact Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

Date to begin: \_\_\_\_\_ Date to end: \_\_\_\_\_ Pharmacy: \_\_\_\_\_ RX#: \_\_\_\_\_

Prescribing Physician: \_\_\_\_\_ Physician(s) Phone: \_\_\_\_\_

**Name of Prescribed Medicine #2:** \_\_\_\_\_ For treatment of: \_\_\_\_\_

Exact Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

Date to begin: \_\_\_\_\_ Date to end: \_\_\_\_\_ Pharmacy: \_\_\_\_\_ RX#: \_\_\_\_\_

Prescribing Physician: \_\_\_\_\_ Physician(s) Phone: \_\_\_\_\_

**Name of Prescribed Medicine #3:** \_\_\_\_\_ For treatment of: \_\_\_\_\_

Exact Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

Date to begin: \_\_\_\_\_ Date to end: \_\_\_\_\_ Pharmacy: \_\_\_\_\_ RX#: \_\_\_\_\_

Prescribing Physician: \_\_\_\_\_ Physician(s) Phone: \_\_\_\_\_

***Please do not send more than a one-week supply of medication at a time.***

***Please note:*** If the prescription for the specified medication should change during the year, a *new form* will need to be completed with the new prescription information.

Medication ***MUST*** be sent in a properly labeled container (most pharmacies will give you duplicate bottles). If the prescription changes, please send a *new* properly labeled container.

Children with **Inhalers** will need a completed Medication Form on file. The child will not be allowed to personally carry the Inhalers, although it will be accessible to be used as required. This is for the safety of all children.

**Over-the-counter medications** must be sent in the original containers and require a completed Medication Form on file. Per policy these can only be given for three days. Beyond three days, a written order from an authorized prescriber will be required.

\*The undersigned recognizes that the Willard Park Board (WPB) staff member, who will be responsible for administering the above medication, is not a pharmacist, and accepts full responsibility for requesting that a staff member oversee such medication; and further acknowledges that neither such person, the WPB or the City of Willard, shall have any responsibility or liability arising out of my child taking medication in accordance with the instructions on the label. The undersigned also authorizes a staff member of the WPB to administer the medications listed above.

Signed \_\_\_\_\_ Date \_\_\_\_\_