

**UPPER ARLINGTON
PARKS & RECREATION
DEPARTMENT**

**SUMMER DAY CAMP
HANDBOOK 2018**

**June 6 – August 10
7:15am – 6:00pm**

I. Philosophy and Purpose

Summer Day Camp is designed to provide a fun-filled summer program while offering a valuable service to families in which parents may work. A typical day may include organized activities, games, sports, theme parties, contests, quiet recreation, arts and crafts, movies, free play, swimming, library visits and field trips.

II. Program

A. Hours

Hours of operation are 7:15 am—6:00 pm, Monday through Friday. Camp dates are June 6 through August 10. Camp is closed Wednesday, July 4th in observance of the July 4th holiday.

B. Children

Camp is open to boys and girls, ages 6-12. A child is eligible upon his/her sixth birthday. An original birth certificate may be required for age verification purposes. If your child requires an aid or paraprofessional while at school, please contact Cheryl Hyatt at chyatt@uaoh.net, to determine how to best serve your child. UAPR also offers SNACK Camp, which may be better suited to your child’s needs.

C. Staff

Day Camp staff members typically have completed a minimum of one year of undergraduate study and many are current or future educators. All Day Camp staff have satisfactorily completed both a background check and drug testing. Staff has been carefully selected for their ability to provide outstanding leadership and direction to our Camp participants. Additionally, all Day Camp staff has completed Concussion Training and is CPR/First Aid certified.

D. Field Trips

A variety of weekly field trips are planned and are typically conducted on Wednesdays (no field trip week #1). The July 4th holiday is on Wednesday, so the field trip is scheduled on Thursday, July 5th. Campers must attend the scheduled trip if they attend Camp on Wednesdays. Campers who do not wish to go on trips must be picked-up before the bus leaves Camp. Camp t-shirts are provided and are the required attire on field trips. Weekly field trip fees are charged to cover trip transportation and participation fees. Trip fees are paid in cash at Day Camp and must be paid in advance and be accompanied by a completed permission form. Day Camp trip fees are typically paid weekly, however you may pay for all field trips at the beginning of Camp if you wish.

III. Registration and Fees

Day Camp operates as a self-sustaining program. All registration fees and the first ten days of Camp are non-refundable, non-transferrable and cannot be credited or carried over.

Participation fees are \$30 per day or \$150 per week per child. All days must be purchased in advance on your child's swipe card. Weekly field trips are an additional weekly fee and payable in **CASH (ONLY)** at Camp.

Payments for additional weeks can be made online at www.wemakefunhappen.org, at the Parks & Recreation office, 3600 Tremont Road or by calling 614-583-5300.

Payments cannot be accepted at Camp. Your swipe card MUST have days on it prior to your arrival at Camp. Days are deducted from your swipe card upon swipe-in. You may swipe-in and swipe-out multiple times during the day and only one day is deducted from your balance.

Childcare statements can be self-generated by logging onto your online household account.

Refund requests for paid unused Camp days must be made in a timely manner. All refund requests must be made by September 7, 2018 and received in the Parks & Recreation Department no later than 5 p.m. Unused Camp days can not be carried over, credited, transferred and cannot be used for other programming. Additionally, the first ten days of Camp can not be transferred between siblings.

Camps go to the pool everyday day except Wednesday. Season passes are available for purchase in the Parks & Recreation Department located at the Municipal Services Center, 3600 Tremont Road and at each of the three pools. Admission to the pool while with Summer Day Camp is included in your registration fee.

Late charges apply when your child is picked-up after 6 pm and will automatically be billed to your household account. Persistent late pick-up may result in dismissal from the program at the discretion of the program supervisor.

LATE CHARGES ARE AS FOLLOWS:

6:01 p.m. – 6:15 p.m.	\$15
6:16 p.m. – 6:30 p.m.	\$35
6:31 p.m. – 6:45 p.m.	\$60
6:46 p.m. – 7:00 p.m.	\$100
7:01 p.m. – 8:00 p.m.	\$200
8:01 p.m.	Children’s Services will be called

IV. Clothing and Miscellaneous

Summer Day Camp is conducted as an outdoor program and campers should dress appropriately. The Barrington Cafeteria serves as an organizational area for that Camp, however ALL Camps are conducted as outdoor programs and participants should dress for active, outdoor play everyday.

Please dress your child as comfortable as possible to facilitate participation in daily activities. Shoes that are comfortable for all day wear with non-skid soles are preferred (**NO FLIP FLOPS, NO CROCS, NO SANDALS**). Each child should have a bag (lunch box, backpack) in which he/she can carry and store their lunch each day. A smaller, lighter bag (preferably water resistant) can be used to carry to the pool. Campers should bring a swim suit, towel, earplugs, sun protection, etc. **SUN PROTECTION IS AN EVERYDAY CONSIDERATION. PLEASE APPLY A SUN PROTECTION BASE BEFORE ARRIVING AT CAMP.** Visit www.epa.gov/sunwise to learn more about sun safety. Swim shirts may be worn in the pool (t-shirts are not permitted). Campers may bring a minimal amount of money to spend on pool concessions and field trips, however **Day Camp staff IS NOT RESPONSIBLE FOR MONEY SENT TO CAMP.**

Bring a daily packed lunch (lunch boxes/small coolers prevent crushing) and an afternoon snack that does not require refrigeration or a microwave. Please put your child's name on all items brought to camp. Personal items are not to be left at Camp overnight. Personal items, **including electronics** are the explicit responsibility of the Camper. Under no circumstance is staff responsible for missing or broken personal property brought to Camp. If it is too valuable to break or lose, please leave it at home—especially trading cards and the like. Please check the lost and found weekly for lost items.

V. Safety

A parent must accompany their child(ren) to Camp each day to scan their Camp card for daily admittance. Campers are not admitted to Camp without an accompanying parent/adult.

Written permission is required for your child to leave the Camp to attend off-site activities and also when your Camper is permitted to leave Camp with someone other than those you listed at registration. When bringing your child to Camp while Camp is off-site (field trips/pool), children should be taken directly to the Camp leaders. When a Camper is dropped-off at an off-site location, a parent/adult must verbally confirm arrival with a Camp Director or Assistant Director. A daily attendance list is generated daily and Campers are assigned to a specific leader for off-site trips (including pool trips).

VI. First Aid

Safety rules are enforced at all times in order to provide a safe Camp. Leaders are trained to administer first aid for minor accidents. Should an accident or injury of a more serious nature occur, Upper Arlington EMS personnel are called. Should medical transport be necessary, parents or responsible parties of the child are notified immediately. Any follow-up medical care is the responsibility of the parent/guardian. Camp staff retains Camper emergency medical and contact information on-site for immediate access and off-site for pool and field trips.

VII. Health

If the child becomes ill during the day or just isn't feeling well at Camp, a parent/guardian is contacted to take their child home. The Camper may be isolated from other Campers and attended by a leader to protect against the spread of a virus or other communicable disease.

- A. Do not bring your child to Camp with a fever or if the child has had a fever and that has been relieved by medication. Campers may return to Camp after they have been fever-free for at least 24 hours, without medication.
- B. Do not bring your child if he/she is vomiting.
- C. Do not bring your child if the child has intestinal irritation and had or has made frequent trips to use the bathroom.
- D. Do not bring your child if the mucous membranes of the eyes are reddened/draining or if there is an unexplainable body rash. For more tips on when to keep your child home from camp use this website: <http://www.nationwidechildrens.org/school-and-illness-should-your-child-stay-home>
- E. Ohio Revised Code requires that no medication, vitamin or special diet be administered unless instructions to administer such items are written, signed, and dated by a licensed physician and are prescribed for a specific child. Forms are available At Camp and at all orientations.

City of Upper Arlington
Parks and Recreation Department
3600 Tremont Road
Upper Arlington, Ohio 43221
614-583-5300
8:00 a.m. - 5:00 p.m.
www.wemakefunhappen.org

Summer Day Camp Locations:

Thompson Day Camp (Shelter)
614-583-5339
Barrington Elementary (Cafeteria)
614-487-5180 ext 5030
Reed Road Day Camp (Shelter)
614-451-4143

**THINGS TO REMEMBER
TO SEND WITH YOUR CHILD DAILY:**

**Packed lunch, swimsuit, beach towel,
SUNSCREEN,
water bottle, mid-afternoon snack/drink.
PLEASE APPLY SUNSCREEN
BEFORE ARRIVING AT CAMP!
Campers should wear CLOSED TOE SHOES -
NO CROCS, FLIP-FLOPS OR SANDALS.**