

Summer Camp 2018

HANDBOOK



WILLIAMSON COUNTY
PARKS & RECREATION

www.wcparksandrec.com

Dear Parents,

On behalf of Williamson County Parks and Recreation (WCPR), we would like to thank you for choosing our Summer Camp Program. Although this program serves as a valuable service to many working parents, we do not consider our camp program to be "child care". It is a specialized program whose sole purpose is to provide a summer full of enriching and rewarding activities for your child in a safe and enjoyable environment. Since most of the administrators of the camp program are parents too, we understand the need for children to be cared for in a setting which acknowledges and respects their individuality and that encourages them to be creative and active.

Our staff is comprised of resourceful and energetic people whose goal is to make each child feel valued and appreciated while designing a camp program to stimulate their imaginations, increase social awareness and interaction and to get them moving physically. "I'm bored" is NOT an accepted phrase at camp. Children should be kept so busy each and every day that they do not even have time to think about being bored.

WCPR will be introducing a multitude of enrichment and specialty camps and workshops at our Recreation facilities to provide children and young adults with a summer full of fun and adventure. Please be sure to visit our website at www.wcparksandrec.com for additional summer activities for your children. Thank you again for choosing our program. We look forward to sharing a great summer with your child as he or she explores all of the fun that only Summer Camp can offer them by participating in our Camp Program.

Laurie Kamunen
Program Administrator
(615) 790-5719 ext. 2018

Whitney Osborne
Recreation Specialist
(615) 790-5719 ext. 2214

The Rights and Responsibilities of Every Camper

Each child has the **right** to a safe environment.

Each child has the **responsibility** to follow all safety rules established.

Each child has the **right** to clean surroundings.

Each child has the **responsibility** to clean up after themselves and help keep things in good order.

Each child has the **right** to experience the best of summer camp in a school building.

Each child has the **responsibility** to be careful, respectful and to protect school property.

Each child has the **right** to use camp supplies and equipment.

Each child has the **responsibility** to help take care of the supplies and equipment.

Each child has the **right** to participate in all camp activities.

Each child has the **responsibility** to follow directions and rules.

Each child has the **right** to be themselves and to be accepted for who they are and to voice their opinion.

Each child has the **responsibility** to be tolerant and accepting of others and to be respectful of other opinions.

Each child has the **right** to fair treatment.

Each child has the **responsibility** to treat others fairly.

Each child has the **right** to be cared for by our dedicated, responsible, highlight motivated, patient and nurturing staff.

Each child has the **responsibility** to be respectful of authority.

Each child has the **right** to an enriching and rewarding summer.

Each child has the **responsibility** to participate and make the most of their summer.

General Information

What are the days and times of camp?

Summer camp is a nine week program operating from May 29 to July 27 (with no camp on Monday, May 28 or Wednesday, July 4). Camp hours are from 7:30 a.m. to 5:30 p.m. *Children are NOT to be dropped off before 7:30 a.m. and MUST be picked up by 5:30 p.m. Children may be dropped off and picked up at any time during the course of the regular day at camp. The only time they would need to be at camp by a specific time is on field trip days.*

What's for lunch and snack?

Campers will need to bring a lunch and a drink every day to camp. We typically DO NOT have access to refrigeration, therefore all lunches should be packed in lunch boxes or coolers (with ice packs, if needed) and should be labeled with your child's name. Lunch may be provided on specific field trips or special occasions at camp. You will have sufficient notice prior to these occasions. Lunch will typically take place each day from 11:30 a.m. until 12:00 p.m. Children will also need to bring an extra snack and drink for afternoons during snack time, which typically takes place around 2:30 p.m. to 3:00 p.m. daily.

What to/not wear at camp?

Children should wear comfortable clothing to camp, such as t-shirts and shorts. Clothes should be "camp" appropriate and should not be physically revealing or contain inappropriate language or graphics. Children are required to wear SOCKS and TENNIS SHOES. Due to many outside games and activities, we request that NO sandals or "flip flops" be worn (with the exception of swim/water days). If children do not have the proper shoes, they may be required to "sit out" games and activities for safety reasons.



Questions or concerns regarding camp operation? You may always address any questions or concerns to the Head Leader at your campsite as they will be the most knowledgeable regarding your child's camp experience. They will be most happy to assist you in any way possible. If you feel the to speak with someone with direct authority to the operation of the summer program please contact Laurie Kamunen or Whitney Osborne using the constant info on page 2 of this handbook.

What should my child bring/not bring to camp?

Children bring many similar items to camp. Please have your child's name on all items they may bring - Examples: lunch boxes, camp t-shirts, backpacks, towels, sunscreen bottles, etc. Occasionally your child may be asked to bring something special for "show-n-tell" types of activities. Please do not send anything breakable or of great value. If children bring books for story time or videos or DVD's to share with the group during movie time in the afternoons, please make sure that their name is printed clearly on the item, so that they can be returned to your child. The WCPRD is NOT responsible for personal items brought to camp, for example: toys, books, puzzles, floats, goggles, etc.

Need Special Accommodations?

The Summer Camp Program is available for all children who meet the age and eligibility requirements, who can function in a high paced, group setting without individualized attention (ratio: 1 staff person per every 10 kids). Participants **MUST** be able to understand and comply with the behavior management policy. If your child requires special accommodations, please bring it to our attention immediately.

Medications

All medication (including asthma inhalers) MUST be turned in to the staff to be put in a medical lock box. ALL medications that your child is currently taking should be written in detail on your child's registration form - even if they take medicine at home and are not required to take medicine during camp hours. If your child is in an emergency situation - it is vital that we can give medical personnel a complete description of the medicine(s), including the dosage amount to them in order for them to properly treat your child. If your child is required to be given medication during camp hours, please label the medicine container with your child's name and write out detailed instructions regarding the dosage amount and the time your child will need to take his or her medication. These should be given to the head leader in the morning. If at any time your child's dosage or type of medication is altered throughout the course of the summer, please be sure that you notify the head leader of such changes and also update the "medical" section of your child's registration form. All medication (including asthma inhalers) **MUST** be turned in to the staff to be put in a medical lock box. Children are **NOT** permitted to keep medication in their lunch boxes, backpacks or pockets for safety reasons.

...Medicine Continued

Medicine will be administered, as instructed, and directly supervised by camp personnel. Please be aware that any medication left at the camp site at the conclusion of the camp program will be destroyed. Please be sure that you collect any medications in our possession on the last day your child attends camp.

Illness

At Home: Children running a fever or have a known contagious illness, or vomiting/diarrhea, are asked to remain at home and symptom/fever free for at least 24 hours. Children may not return to the program until such time as they no longer pose a health risk to themselves or others. After an injury or contagious illness, parents may be required to present a physician's written permission for their child to return to the program.

At Camp: When a child becomes ill, camp staff will call the parent/guardian to pick up the child. It is very important that you or someone from the child's approved "pick-up" list, pick up the child as quickly as possible. The camp program does not have a separate place for sick children to rest or extra staff to stay with them when they feel ill for extended periods of time.

Food Allergies

WCPR recognizes that there are a growing number of children with potentially life threatening allergies. We believe it takes a collaborative approach to create the safest environment possible for participants with food allergies. Parents, children and staff should work together and communicate with each other to reduce the risk of an allergic reaction. If your child has an allergy plan, please give your campsite's head leader written notification of this plan and discuss the details with them prior to leaving your child in our care. Please be aware that certain foods may be prohibited at your campsite.



Do I have to come inside to drop off or pick up my kid?

Parents or Legal Guardians MUST bring their child(ren) in each morning to sign them in and to take care of payment if it is due! Camp fees MUST be made prior to leaving your child(ren) in our care. Children will not be admitted for the day unless payment has been made. If your child will be walking or riding a bike to and from camp, or if he or she will be picked-up by someone other than yourself, a form will be required to be kept on file at camp (please see Head Leader for form). Every child must be signed out by a parent or guardian at the end of each day. Please be aware that camp personnel may request to see some form of identification in order to release a child to you until they become familiar with you. Please be prepared to show either a driver's license or another form of identification with a photo. We ask that you please respect this request and understand that this is a safety precaution for your child.

What do I do if someone other than a parent is picking up my child?

At the time of registration you should have filled out a section on the registration form with a list of people you give permission to release your child to. If you did not do so, or if at anytime throughout the summer, you need to add a person to this list, please ask your head leader for this card to update this information. We will NOT, at any time, release a child to someone who is not on this list. If you fail to add them to the list, you can submit a written note with the person's information to the head leader. If you are unavailable to pick up your child and make last minute arrangements with someone (not listed) to pick up your child, you MUST call the camp site and verify with "2" different staff persons that you give permission for your child to be released to them. Please make anyone picking up your child aware that they will need to present a photo identification card to the staff in order for your child to be released to them. If you are involved in a special scenario where a certain individual is NOT to have any contact with your child at any time throughout the camp program or they do NOT have permission to sign your child out.

What is the "late pick-up policy"?

All campers MUST be picked up by 5:30 p.m. each day. A late fee of \$5.00 per camper, for every 15 minutes late (or portion thereof), will be assessed for campers who are not picked up by the program's scheduled closing time. We understand that emergencies do arise and request that parents call the campsite if they are delayed. However, a late fee will still be assessed. Payment is due when you pick up your camper.

Lost and Found

Each site will keep a box of lost & found items throughout the summer. Please check the site to claim your lost & found items as quickly as possible. Please be aware that once the program has ended (July 27th), any items left in camp lost & found boxes will be donated to Good Will. WCPRD is NOT responsible for any personal items brought to camp.

Payment Procedures and Information

How are payments to be made?

Camp fees are \$25.00 per day, per child (unless Financial Assistance arrangements have been made with the department's Deputy Director). You may pay online or at the campsites with either cash, a personal check, a cashier's check or with a money order. The campsites DO NOT have the means of accepting credit card payments. You may pay each morning when signing your child in for the day, or you may opt to purchase "block days". Block days provide you with the freedom of paying for any number of days up front. Block days may be used at any time throughout the program and do not have to be in consecutive order (Monday-Friday). Please speak with your Head Leader or call the Parks & Recreation Department if you have any questions regarding payment.

Late Payment Fee Policy

Payment should be made prior to leaving your child in our care. However, we understand that certain circumstances arise. Please be aware that you have until 5:30 p.m. each Friday to make payment for any days attended within that week by your child(ren). If payment has not been made by 5:30 p.m. on Friday, then an additional fee of \$5.00 (per child) will be assessed for each day attended but not paid for. Example: If your child attended 3 days (and you had not pre-paid for those days) you would owe \$75.00. If you didn't make that payment by 5:30pm on the Friday of the week your child attended, \$5.00 would be added for each day bringing the total due to \$80.00. CHILDREN WILL NOT BE PERMITTED TO ATTEND ADDITIONAL DAYS UNTIL PAYMENT HAS BEEN MADE.

Returned Check Policy

It is Williamson County Government's Policy that a \$30.00 service fee be charged for ALL returned checks. If your bank returns a check marked "Insufficient Funds" from your account to us, you will be required to pay the amount of the check and the \$30.00 service charge IN CASH at the Recreation Complex in Franklin and NOT at the campsite your child attends. This MUST be done within 5 working days from the time you receive notice from our department that your check was rejected from the bank. If this is not taken care of in those 5 days, your child will not be admitted at camp until the issue has been resolved.

Can I request a refund?

It is our policy that NO REFUNDS will be issued for children who are sent home for inappropriate behavior. Refunds will NOT be issued for the \$25.00 registration fee. Refund requests MUST be made in writing and submitted to our office. The deadline for submitting a refund request is Friday, July 27, 2018 - none will be processed after this date. Please submit refund request to:

WCPRD

Attn: Whitney Osborne

1120 Hillsboro Road

Franklin, TN 37064

Contacting the Campsite

Please DO NOT allow children to bring personal cell phones to camp. If you need to contact your child or speak to a staff person at his or her camp location, you will need to ask the head leader for the numbers of his/her department cell phone for their particular camp location. If you cannot reach them at either of these numbers, you can call the Recreation Department at (615) 790-5719, ext. 2010 and we will help you contact the camp. Camp phone numbers should be posted at each location.



Parents, please retain all receipts from the Summer Program. **We do not provide any documentation for tax purposes stating the total amount that you have paid for the summer.** For child care deductions, you may submit the department's Tax ID #62-6000913 on your tax forms.



Who is taking care of my child?

Each site has a staff comprised of a Head Leader, an Assistant Leader and a support staff of a various number of counselors. Most Head Leaders are adults, usually affiliated with a school system as either teachers, substitute teachers or coaches. Assistant Leaders are usually adults as well or dependable staff persons who have worked the pro-gram for a number of years. The support staff of counselors is typically comprised of college age students majoring in either education or parks & recreation and/or high school seniors. All staff persons must be at least 17 years of age and undergo an extensive background check. Most of the staff have worked previous summers and are very knowledgeable in camp policies and procedures. We pride ourselves in hiring out-going and highly motivated people to interact with and lead your child through a variety of activities daily.

1:10

This program boasts a ratio of one counselor for every 10 campers. Excellent supervision and camper safety is our top priority!

Who is taking care of my child?

Each site has a staff comprised of a Head Leader, an Assistant Leader and a support staff of a various number of counselors. Most Head Leaders are adults, usually affiliated with a school system as either teachers, substitute teachers or coaches. Assistant Leaders are usually adults as well or dependable staff persons who have worked the pro-gram for a number of years. The support staff of counselors is typically comprised of college age students majoring in either education or parks & recreation and/or high school seniors. All staff persons must be at least 17 years of age and undergo an extensive background check. Most of the staff have worked previous summers and are very knowledgeable in camp policies and procedures. We pride ourselves in hiring out-going and highly motivated people to interact with and lead your child through a variety of activities daily.

Behavior and Discipline Policies and Procedures

How is discipline administered?

In a perfect world, summer camp would be nothing but days filled with fun. And although that is our ultimate goal, we are also realistic when it comes to the expectation of behavior issues amongst groups of children. We want every child to view camp as a great place to be, as an outlet for fun and creativity, but understand that occasionally problems arise. A very effective "Behavior Management Policy" was created and our staff has undergone an informative "discipline session" during their in-service training which will help to put discipline issues in a more positive light. We want children to understand that attending camp is a privilege, not a right and although we will work through minor disruptive behaviors on occasion, we will no longer tolerate constant or malicious disruptions. Poor behavior at camp not only affects the child involved, but takes away from the experience as a whole for other campers. In fairness to everyone, discipline will be handled on a per case basis and parents will always be notified of any problems. We feel very strongly that early parent intervention often eliminates future conflict.

Procedure for Zero Tolerance Behaviors

Please be aware that we will not tolerate children acting in an aggressive or threatening manner which may endanger themselves, other children and/or the staff. Children who display such uncontrollable and dangerous behavior will be sent home immediately regardless if they have had or have not had previous behavior issues at camp. WCPR has the right to contact the authorities if a situation becomes beyond our control and we require assistance prior to your arrival. WCPRD reserves the right to expel a child from the program permanently due to such behavior. Refunds for the Summer Camp Program will NOT be issued for any children suspended or expelled from the program due to their conduct.

Please review our behavior management policy on the next pages carefully.

A well structured program and the use of positive reinforcements are essential in minimizing negative behaviors. The definition of Positive Discipline is the ability to set limits - which all kids need but few welcome. Such limits are necessary in providing program continuity and protecting individual rights. Children will be made aware of all Summer Camp rules and their rights and responsibilities as well as the consequences for poor behavior choices. We will provide consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future. All situations will be dealt with the best interest of the child and the operation of the camp program in mind. Consequences will be designed to fit the problems of the individual child, and they may be different even when problems appear to be the same. We will make every effort to ensure that, in each situation, the child involved understands why they are involved in consequences.

The following behaviors are NOT acceptable at camp:

- *Being physically aggressive (spitting, biting, pushing, fighting, etc) towards another camper or staff person.
- *Using foul language or speaking about inappropriate topics.
- *Leaving the group without permission or "hiding" from staff.
- *Constantly being disruptive through disregard for rules, regulations or directions.
- *Being obstinate and disrespectful towards camp personnel.

Discipline will be administered reasonably and fairly through the following procedures:

If a child is causing disruption to the group activity or simply "acting out" the counselor will:

- 1) Kneel or bend down to make direct eye contact with the child and speak to them in a calm manner.
- 2) Using age appropriate dialog, the counselor will make the child aware that their behavior is unacceptable and offer the child the opportunity to correct said behavior.
- 3) Counselor will:
 - a) Make sure that the group is under the supervision of another staff person or persons.
 - b) Will remove the child from the group setting to a "Calming Area" and again speak to the child "on their level".

Continued on Next Page...

c) They will offer the child 2 choices: the first being for the child to decide to immediately change their behavior and return to the group OR secondly for the child to have time to “cool off” and to make the decision to return to the group when they are calm and can act appropriately. The child will remain supervised throughout this “cooling off” period, but will be left alone to make the decision. It is our hope that the child will choose to return to the group within a reasonable amount of time and carry on with their activities. If they choose not to, they will be sent home.

4) If the child returns to the group, but continues to be disruptive, the above scenario will again be played out until either the child conforms to the request for improved behavior OR to the point where the constant disruption creates an “imbalance” for the counselor and the other children in the group. It is the decision of the counselor along with their Head Leader as to when this state of imbalance has been reached. If the disruption is impairing the staff person from carrying out their responsibilities to the group as a whole, then the balance has been altered and can only be replaced by removing the child from the camp setting.

5) The Head Leader will contact the WCPR personnel (Laurie Kamunen or Whitney Osborne) responsible for overseeing the Summer Camp Program, and discuss the situation.

6) If it is agreed that the child needs to be removed from the camp setting, either Whitney or Laurie will contact the parents to inform them of what has happened and what the consequences will be. It will be at the discretion of Laurie or Whitney as to the time frame the child will need to be removed from the program, whether it be for the day, for several days or permanently.

7) Depending on the situation and severity of the behavior, Laurie or Whitney will set up a meeting with the parent(s) to discuss preventative measures, which could possibly be taken, to keep the child from being permanently removed from the camp program, and to discuss what can be done to conform the behavior so that their child can have an exceptional camp experience.

8) Parents **MUST** understand that if they are called to pick up their child due to disruptive behavior, they must do so in a timely manner (even if it calls for them picking them up from a field trip destination).



Custody Issues/Family Disputes

In order for our children and staff to enjoy the camp setting and activities offered, WCPR strongly discourages parents from displaying child custody disputes on camp/school property or sharing differences of opinion to our staff. In the event that this type of behavior interferes with our daily operation, WCPR has the right to remove your child from the camp program. In cases of separated or divorced parents, where visitation rights are denied to one parent, WCPR cannot deny releasing the child to said parent unless a court decree or separation document is in our file expressly forbidding such parent from picking up the child from our program or from picking up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation during camp hours of operation, while the child is in our care. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted.

Children at Risk

Parents who arrive at the campsite in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Options that may be exercised are:

- *Call the other parent
- *Call the person listed as the "Emergency Contact" on the child's registration form
- *Call a family friend
- *Call a taxi for the parent & the child (fees to be paid by the parent) If a reasonable conclusion cannot be reached, the parent will be advised that either the Police or Child Protective Services will be called.

Duty to Report

Any staff person who knows, or has reasonable cause to suspect, that a child is abused or neglected by a parent, legal guardian, caregiver or other person responsible for a child's welfare shall report immediately such knowledge or suspicion to their supervisor who will then report the claim to the central abuse hotline of the Department of Children and Family Services.

Field Trip Information

Field Trip Departure Information

Please be aware that on the days of Field Trips it is vitally important that you drop your child(ren) off at the campsite early ...NO LATER than 30 minutes prior to departure time, doors will be shut & locked at this time in order to prepare for departure! Last summer we had problems with children being dropped off as we were loading the bus to leave on a trip. Please be aware that we have several procedures to go through in order to assure that everything is organized for the trip and that all children are accounted for and safe. When you arrive late, you delay this process and cause us to be late arriving at our scheduled destination. Please be aware that if you arrive late, you will be requested to keep your children with you, follow the bus in your personal vehicle and you will have to check them in with the group once the group has arrived at its destination. It is in every-one's best interest that you remember to check the camp schedule, be aware of the departure time for the trip (it varies from trip to trip) and arrive NO LATER than 30 minutes prior to departure time.

Field Trip Fun

Field Trips are special activities held off site at a variety of places such as the movie theatre, parks and swimming pools. All Field Trip fees are included in the daily fees and are not additional or optional. *CAMP SITES WILL BE CLOSED ON FIELD TRIP DAYS* meaning all children in attendance the day of a field trip will attend the trip. A counselor will not stay at the site to supervise any children who do not wish to attend the trip. If children do not wish to attend the trip for some reason, you will need to find alternative care. *Field Trips that are cancelled due to inclement weather may NOT be made up due to the difficulty rescheduling buses and admission.



Attention Parents:
Be sure you have a signed field trip permission form BEFORE your child attends a field trip.

How are children transported for field trips?

Children are to be dropped off at the campsite and checked in like every other day at camp. A Williamson County School Bus will arrive at the campsite to pick up everyone for their trip and will return the group to the campsite at the conclusion of their trip. The bus will be operated by a Williamson County School Bus Driver. In the event of an emergency or if a child becomes ill while on a field trip, you will be contacted to either pick them up at the field trip location or give us permission to have them transported in either an ambulance or a full-time department employee's county vehicle.

How are children identified on field trip outings?

At the time of check-in, the morning of a field trip, every child will receive a colored plastic wristband to be placed on their left wrist. Every child will be instructed to keep the wristband on at all times. Disciplinary action will be enforced for children who intentionally remove a wristband during a field trip. The staff will remove the wristbands from each child once they have returned to the campsite.

Should I send money for field trips with my child?

Although children are welcome to bring money for concession stands, we ask that you keep in mind that young children do not always make the wisest decisions regarding food selection. Eating too much "junk" while swimming and spending time in the sun often causes stomachaches and in many cases vomiting. Please help us keep your child well by limiting such purchases.

How will I know what my child is doing each day?

There is almost no limit to the things your child will be able to do this summer. It is our goal to keep them so busy that they come home close to exhaustion each day! The theme for this summer is "Play Time" and each week of the program will have a secondary theme which correlates with this. This means that no two days are alike at camp - activities vary every day. Children will have the opportunity to participate in themed dress up days, water activities and the ever popular "shaving cream fight". They will go on field trips and have guest speakers present an array of programs. They will play indoors and outdoors, make craft projects and go on nature hikes. There is no end to the games and relays they will play each day.