

OAK RIDGE RECREATION & PARKS SUMMER CAMP 2017 POLICIES

FEES

-Fees are due at the time of registration. The weekly fee covers special events, crafts, snacks, field trip admission, transportation, pool admission, and a tee shirt. Additional shirts are available for \$7.50 each. The weekly fee is \$105. An additional \$10 for non-residents is due the first day of camp.

FOOD FOR CAMPERS

-Free sack lunches are made available to all camp children through the East Tennessee Human Resources Agency. The free lunches are available each day except where noted on the schedule. Food counts must be called in to the agency by 9 a.m. Parents who want their child included in the lunch count should call ahead if they are going to be late. Lunches sometimes include peanut butter products. **Camp staff has no control of the menus that are served.** Menus will be made available to parents as soon as they are received from the food program personnel. Children always have the option to bring a lunch from home. Please send non refrigerated lunches. Drinks may be brought from home or purchased from vending areas. Visits to vending areas, other than to purchase drinks for lunch, will be limited to outdoor pool time, only.

-Vending drinks are \$0.75 / can and \$1.50 / bottle. A light snack will be provided each afternoon around 4:00. Other treats may be served as a part of an activity/event.

CLOTHING & PERSONAL ITEMS

-Comfortable clothing should be worn each day. **Camp T-shirts must be worn on all field trips.** Children are required to wear appropriate athletic shoes for outdoor and gym play. Socks are required on certain field trips. **PLEASE! NO SANDALS, CROCS OR FLIP FLOPS EXCEPT IN POOL AREA.** The options of swimming at the Outdoor Municipal Pool will be offered to participants whenever scheduling and weather permits. If the child chooses to participate, he or she should bring swimsuit, towel, and sunscreen every day, since campers sometimes go to the pool even on field trip days. Parents who do not want their child to go to the outdoor pool on a particular day should inform the staff at check in.

Personal items should be labeled with the child's name and carried in a backpack or sports bag. **NO WHEELED BAGS!** **Personal toys and large amounts of money are best left at home.**

HEALTH AND EMERGENCY

-Camp staff needs to be informed of any and all medical conditions and allergies. Contact information should be kept up to date. The staff will authorize medical treatment in life-threatening situations. Parents or guardians will be informed immediately. A statement of consent to this policy must be signed by the parent/guardian at the time of registration.

-Children requiring medication need to have a completed Authorization for Medication Administration form on file while their child is attending Summer Camp. Medication Administration trained staff will collect any medications at the beginning of the day/camp. *No campers will be allowed to keep any medication on their person, unless allowed for in accordance with the Authorization for Medication Administration form.* All medications will be given according to a doctor's written instructions. All medications (prescription, over the counter, inhaler, epinephrine pen) must be brought to camp in their original packaging and must have the child's name on it, the dosage needed and the administration details. Please do not put medications into pill organizers, etc. Leftover medication must be picked up daily.

All Recreation and Parks Department summer staff are certified in Child and Adult CPR and First Aid.

-Due to the nature of the activities offered during the summer camps, participants will spend several hours a day outside. Every effort will be made to see that children are protected from excessive sun. Parents should see that sunscreen is applied to their child prior to the start of camp each day. The Camp staff will encourage children to re-apply sunscreen before going swimming and will provide assistance as needed. Children who are extremely sensitive to the sun may need to have sunscreen applied more frequently.

OVER →

-Children must bring their own sunscreen and will be encouraged to help take responsibility for applying it. We recommend spray bottles and a stick applicator for the face. At check-in each morning, parents have the option of asking that their child be kept back from the pool if they would like to limit sun exposure. Alternate activities are always provided.

-Dehydration is also a concern we look out for with our campers, and all participants are asked to bring recloseable drink bottles for use during camp. Water will be made available to all campers to refill their bottles throughout the day. Please remember to label with your child's name.

CAMPER'S ARRIVAL AND DEPARTURE

-Campers must be checked in and out by a staff member upon entering and/or leaving the program facilities each day. **Campers cannot be checked in or out at a field trip location or the outdoor pool.** A child may be released **only** to the person(s) named on his/her registration form. **All adults picking up a child should be prepared to show an ID.** If parents wish to make changes to their child's pick up list it must be done at the front desk. Regular camp hours are 9 a.m. - 4:00 p.m. Early morning care is available before camp beginning at 7:30 a.m. There will be no supervision provided prior to 7:30.

For the safety of your child, please do not drop off your child before 7:30 a.m. Child care is offered until 5:30 at which time all camp staff must clock out. In case of an emergency that causes the parent to be late in the afternoon, please call ahead to inform the staff. Continued late pickups may result in penalty fees.

-Field Trips-Departure times for field trips must be adhered to in order to meet reservation requirements. Some long distance trips may require an 8 a.m. arrival. Parents should make other child care arrangements for their child if they miss the departure time. Return times for day long field trips are planned for 4:00 p.m. However there are sometimes unavoidable delays especially when trips are planned outside of Oak Ridge.

DISCIPLINE

-The method of discipline used by our staff is positive reinforcement, time out, loss of privileges and suspension. When necessary, parents will be expected to help with the disciplinary process. Misbehavior may result in a write-up. Parents will be notified of the first write up. After the second write-up, a parent/staff conference will be scheduled to discuss a resolution. After three write-ups the child may be suspended from camp for a period of days, or permanently, depending upon the seriousness of the

offense.

-Children involved in fighting, verbal abuse of others, disregard for authority, or any activity that places themselves or others in danger may be suspended from the program on the first offense. No refunds will be made to participants suspended from the program.

GUESTS

-Due to our large enrollment, the Oak Ridge Summer Camp cannot accommodate guests of campers.

CANCELLATIONS

-Refunds will be made to participants who notify the front desk one week in advance of the camp session they wish to cancel. A cancellation fee of \$5/week will be charged for all cancellations.

INFORMATION

-If you have further questions concerning policies of the City of Oak Ridge Summer Camp please contact a Camp Coordinator, the Camp Director or the Recreation Manager of Centers, Camps and Programs.

The camp program is under the direct supervision of:

Steve Stone
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