

Oak Ridge City Camps Policies and Procedures Handbook

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 \$8 each. (while supplies last). The weekly fee is \$100 for residents and \$105 for non-residents.

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.

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. If your child needs to be picked up early from camp, please inform staff at check-in that your child needs to stay back from the pool, please inform camper that they are supposed to stay at the Civic Center.** 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.** Late pickup is offered until 5:30pm, 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.

GUESTS

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

FOOD FOR CAMPERS

–Children should always bring their lunch with drink from home. Unless otherwise stated. Please send non refrigerated lunches. Microwaves are **not** available for campers. Drinks may be 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. Shorts/shirts should not extend beyond campers fingertips. Please no spandex/volleyball shorts or mid drift tops. **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.** Campers not complying with dress code will be asked to call parents to bring appropriate clothing/shoes when staff feel it is necessary.

-During summer months campers are offered the option of swimming at the Outdoor Municipal Pool 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.

DO NOT BRING TO CAMP

- *Wheeled backpacks.
- *Large amounts of money.
- *Toys/games etc.
- *Electronic devices (except on field trip days)
- *Cell phones

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 City Camps. 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, and 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 city 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.** 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. During summer months parents have the option to keep their child back from the pool if they would like to limit sun exposure. This is best asked when campers check-in for the day. Alternate activities are always provided for campers who choose not to swim during camp swim times.

-Dehydration is also a concern we look out for with our campers, and all participants are asked to bring 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.

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, sexual harassment 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. Campers that are dismissed from camp programs will need to schedule a meeting with camp director before being readmitted into future camp programs.

For more information please contact:

Amanda Pope

Recreation Program Coordinator/City Camps Director

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Please sign below acknowledging that you have read and reviewed the City of Oak Ridge's City Camp policies and procedures handbook. Please return to the Front Desk at the Civic Center before your child starts city camp programs.

Parent Print _____ Date _____

Parent Signature _____ Date _____

Child Print _____ Date _____

Child Signature _____ Date _____