

Oak Ridge City Camps

Policies and Procedures Handbook 2024

FEES

We are unable to accept Credit Cards. Fees must be paid by Cash or Check ONLY. Fees must be paid at the Recreation Center's front desk, located at 1403 Oak Ridge Turnpike, and are due, **at least, one week prior** to each registered week. No outstanding balances will be allowed. Campers will be removed from the roster and wait list campers will be added in their place, when on-time payment is not received. The weekly fee covers special events, crafts, snack, field trip admission, transportation, pool admission, and a tee shirt. Additional shirts are available for \$8 each, while supplies last. The weekly fee is \$120.00.

CANCELLATIONS

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

ADJUSTMENTS

Due to a variety of circumstances, multiple adjustments could be made to camp at any time. These could include limited registration, daily schedule alterations, trip cancellations, less hours/weeks of camp, and/or any number of changes that staff feel are needed in order to operate camp safely. While camp is proceeding with caution, moving back toward pre-COVID-19 operations and are not requiring masks at this time, please be aware that this could change at any time as well.

CAMPER'S ARRIVAL AND DEPARTURE

Youth Camp-ages 6-11

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 Recreation 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 9am – 4pm. Early drop off is available before camp beginning at approximately 7:30am. There will be no supervision provided prior to 7:30am. **For the safety of your child, please do not drop off your child before 7:30am.** 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 will result in over-time penalty fees and/or removal from camp.

FIELD TRIPS

Departure times for field trips must be adhered to in order to meet reservation requirements. Some long distance trips may require an 8am 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 4pm. However, there are sometimes unavoidable delays, especially when trips are planned outside of Oak Ridge.

GUESTS

Due to our large enrollment, Oak Ridge City Camps cannot accommodate guests of campers.

FOOD FOR CAMPERS

Children should always bring their lunch, drink, extra snacks if desired, and reusable water bottle from home, unless otherwise stated. Please send non-refrigerated lunches. Microwaves are **not** available for campers. Visits to vending areas will be limited to outdoor pool time, only. Vending drinks are \$1.00 / can and \$1.75 / bottle. (Vending machine prices are subject to change.) A light snack will be provided each afternoon around 4pm. 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 midriff 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 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.

Special Needs Campers

The City of Oak Ridge Camps try to accommodate all interested children. However, our camps are extremely active with a large number of transitions and sensory changes throughout the day. Children are expected to keep up and keep going. They must also be able to follow all directions, rules and expectations independently. Children must participate well with others and follow safety rules without adult prompts. For certain special needs our camps are wonderful, for others it may put the child in an unnecessary stressful situations which may cause unsafe camp conditions. Staff is responsible for the safety and well-being of all the campers and are unable to give total one on one care to individual campers. Please call to discuss your child's particular needs.

DISCIPLINE

The methods of discipline used by our staff are positive reinforcement, time out, cleaning or other mild tasks, 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 and/or parents/guardians involved in arguing with staff, fighting, verbal abuse of others, disregard for authority, sexual harassment or any activity that places themselves or others in danger may result in the camper/s being 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: Cameron Taylor 865-425-3450 ctaylor@oakridgetn.gov

Please sign and date below acknowledging that you have read, understand and agree to abide by the City of Oak Ridge’s City Camp policies and procedures handbook.

Participant's Name _____

Print Name Parent/Guardian _____

Signature Parent/Guardian _____

Date _____