

Oak Ridge City Camps

Policies and Procedures Handbook 2025

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, and pool admission. 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.

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 enrollment and transportation, 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 legal guardians will be informed immediately. A statement of consent to this policy must be signed by the parent/legal 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. 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 manager before being readmitted into future camp programs.

For more information please contact the Recreation Center at 865-425-3450.

I covenant to save, defend, hold harmless and indemnify the City, and all of its officers, departments, agencies, agents and employees (Collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with my or my children's participation in recreational programming provided by the City.

I do hereby acknowledge that I have received a copy of, read, and understand the terms of this release.

I agree to abide by all City rules and policies established by the City for participation in recreational activities on City property.

My child has been examined by a physician within the past 12 months and is found to be physically able to participate in the City of Oak Ridge Recreation and Parks Department Camp Programs, which may include physical activities requiring rapid and strenuous movement. Rules and supervision are utilized to prevent or reduce the likelihood of physical injury. However, injuries, including those to the muscle, skeletal, circulatory and nervous systems, can occur. I fully understand the risk of injury arising from my child's participation in the City of Oak Ridge Recreation and Parks Department Camp Programs and I accept that risk as a part of granting permission for my child's participation. I also grant permission for my child to participate in all field trips planned for the City of Oak Ridge Recreation and Parks Department Camp Programs. I, on behalf of my heirs, executors, assigns and administrators do hereby release and discharge the City of Oak Ridge and any and all of its agents, employees and servants, from any and all liability of every kind, character and description from and by reason of any injury suffered by my child that may arise while he/she is participating in and under the supervision of the City of Oak Ridge Recreation and Parks Camp Programs. It is also agreed that this is the full and final release for the injuries mentioned above, and for all other claims or demands I or my child will ever have or now have against the said City of Oak Ridge as a result of my child participating in its Camp Programs.

I give permission and consent for the City of Oak Ridge, its representatives, and employees to take photographs and video of my child during camp session activities. I further authorize the City to copyright, use, and publish such photographs and videos in any medium; and I give permission and consent that any such photographs and/or videos may be published and used by the City of Oak Ridge for any lawful purpose including but not limited to illustration and promotion of the camp experience, camp programs, and the City in general. Published material may appear in print, online, and on television as well as on City-owned and operated social media accounts at any time in the future.

In case of an emergency, the City of Oak Ridge and/or its employees have my authorization to obtain emergency medical aid for my child. I agree to pay all medical expenses incurred as a result of my child's participation in the City of Oak Ridge Recreation and Parks Department Camp Programs.

I do hereby acknowledge that I have received a copy of and have read and understand the Camp Program Policies, and agree to abide by the same policies.

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/Legal guardian: _____

Signature Parent/Legal guardian: _____

Date: _____

Camp Registration Questions

Does the participant need additional accommodations or assistance with needs related to behavior, vision, communication, mobility, comprehension, allergies, seizures, hearing, dressing or other needs not listed?

No _____

Yes _____

If, "Yes" please explain in detail. _____

Is Medication needed during Camp hours?

No _____

Yes _____ (You will need to complete the Medication Administration Form.)

Please note any additional questions/concerns you may have. _____

T-Shirt Size: Youth Small

Adult Small

Adult XL

Youth Medium

Adult Medium

Adult 2X

Youth Large

Adult Large

Please list first and last names and relationship of all Parents/Legal guardians, Friends and other Family members authorized to pick up child from camp. (ID REQUIRED at PICK UP)

Emergency Contact Name (Call First): _____

Phone #: _____

Emergency Contact Name (Call if No Response from First Emergency Contact):

Phone #: _____

**PROCESS FOR MEDICATION ADMINISTRATION WITHIN OAK RIDGE CAMP
PRESCRIPTION & NON-PRESCRIPTION(PARENT & STAFF INFORMATION SHEET)**

- 1) Parent/Legal guardian requests medication to be administered during the camp day.
- 2) Parent/Legal guardian obtains "AUTHORIZATION FOR MEDICATION ADMINISTRATION DURING CAMP HOURS" form.
 - a. If medication dispensing less than two weeks, parent/s will complete "AUTHORIZATION FOR MEDICATION ADMINISTRATION DURING CAMP HOURS" form.
 - b. If medication dispensing is beyond two weeks, prescribing physician must complete "AUTHORIZATION FOR MEDICATION ADMINISTRATION DURING CAMP HOURS"
- 3) Parent/Legal guardian will personally deliver to the camp the completed "AUTHORIZATION FOR MEDICATION ADMINISTRATION DURING CAMP HOURS" form and medication in the appropriately labeled container.
No more than one month's supply will be stored. The principal's designee will receipt the number of dosages received. You may ask pharmacist for a separate medicine bottle to keep at school.
- 4) Individual designated to dispense medication MUST receive medication in-service provided by Oak Ridge Schools' Nurse PRIOR TO DISPENSING. Individual dispensing medication must follow STRICT camper identification procedures outlined in the in-service.
- 5) Campers will have a recent photograph attached to the "AUTHORIZATION FOR MEDICATION ADMINISTRATION DURING CAMP HOURS" form to ensure proper identification.
- 6) Medication will be kept in a locked container until it is needed for dispensing. The locked container will be locked in a secure location for overnight storage.
- 7) Campers will be directed by their counselor to report to the designated area at the designated time to receive their medication. If a camper does not report, the person dispensing the medication will notify the camp director who will locate the camper in order for them to receive the medication. The person dispensing the medicine will inform the director of the camper who did not report for medication at the designated time.
- 8) The designated person dispensing the medication will document daily the time medication was taken. The designated person will sign his/her initials and the time medication is dispensed. If the camper is absent or does not receive medication that day, the record will be signed with an "A" meaning absent. A "no show" is not acceptable and the student must be located.
- 9) For campers receiving on-going medication, the director's designee will remind the parent at least three (3) days before the supply lapses.
- 10) When medication regimen has been completed, the parent/legal guardian will remove the remaining medication from the camp.
- 11) Any changes in dosage time or amounts will require a new "AUTHORIZATION FOR MEDICATION ADMINISTRATION DURING CAMP HOURS" form with directions from prescribing physician.

OAK RIDGE SUMMER CAMP

AUTHORIZATION FOR MEDICATION ADMINISTRATION DURING CAMP HOURS

The medication administration policy of the City of Oak Ridge Summer Camp states: every effort should be made to avoid the necessity of children being give medication at camp. If, under exceptional circumstances, a camper is required to take medication during camp hours, only the camp coordinators or the director's designee may assist the student. It is the parent/guardian's responsibility to bring this medication to school and remove any unused medication when treatment is completed. (Prescription medication must have a proper pharmacy label. Non-prescription medication must be in a new UNOPENED container with current expiration date.) All medication shall be kept in a locked container. (Inhalers may be kept with the student if noted by physician below. Parent/Legal guardian and student must sign the Medication Exemption form.) Written authorization is for the current camp year only.

Medication to be given on a short-term basis (two-weeks or less), prescription or non-prescription with adequate instructions provided, requires the PARENT/LEGAL GUARDIAN to complete and sign.

Medication to be given longer than two weeks, the PARENT/LEGAL GUARDIAN and PHYSICIAN portions on the form must be completed.

TO BE COMPLETED BY THE PHYSICIAN OR AUTHORIZED PRESCRIBER

CAMPER NAME: _____ BIRTHDAY: _____ SEX: _____

NAME OF MEDICATION: _____ REASON FOR MEDICATION: _____

Allergies: _____ Type of Reaction: _____

Dosage: _____ Schedule (Time/s) of administration: _____

Form of medication/treatment: _____

Restrictions and/or important side effects (please circle one): Yes. None anticipated.

If Yes, please describe: _____

Special Storage Requirements: None. Refrigerate. Other (Describe Below.)

The camper is both capable and responsible for self-administering this medication:

Yes, with supervised assistance. No, camper cannot self-administer.

Student may carry this medication (Emergency meds only—Inhaler, Epi Pen, Benadryl Glucagon)

Physician's Signature _____ Date: _____

Physician's Name (Print): _____

Address: _____

TO BE COMPLETED BY PARENT/LEGAL GUARDIAN

It is understood that the medication is administered to the camper listed above solely at the request of and as an accommodation by the undersigned parent or legal guardian. I give permission for my child to be assisted with the medicine/s described above at camp by authorized persons or permitted to medicate themselves as also authorized by me and the physician.

I give permission to the Oak Ridge Camp to contact the prescriber for questions. Yes No

I agree to release the City of Oak Ridge and its personnel from any liability arising out of the administration of the medication to the student. I will assume full responsibility for any side effects and complications that my child may have as a result of taking this medication.

Parent Signature: _____ Phone#: _____ Date: _____

THE FOLLOWING TO BE COMPLETED BY CAMP PERSONNEL

Medication was received by: _____

Medication shall be kept by: Student Camp Staff

Signature of Camp personnel accepting medication: _____ Date: _____

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THIS FORM IS NON-TRANSFERRABLE