

Copy of Oak Ridge City Summer Camp Policies and Procedures Handbook 2026

FEES

To reserve your camper's spot, registration fees must be submitted at the time of registration. Fees may be paid by credit card, cash, and check. Fees may be paid by credit card, cash, and/or check. Credit Card payments may be made online or in person and will incur a 2.99% + \$0.25 per transaction. Cash and check payments may also be paid in person at the Recreation Center's front desk, located at 1403 Oak Ridge Turnpike. No outstanding balances will be allowed. Campers will not be registered until payment is complete. You may call the Recreation Center Front Desk to be placed on the Waiting List. The weekly fee covers special events, crafts, snacks, field trip admission, transportation, and pool admission. Additional shirts are available for \$10 each, while supplies last.

The weekly fee is \$140.00

For Extra Hours (hours outside of normal camp: 9 am-4 pm), an additional fee of \$30 will be required.

REFUNDS & CANCELLATIONS

A 100% refund (minus the 2.99% +\$0.25 transaction fee) will be given to participants who notify the front desk at least two weeks/14 business days in advance of the camp session they wish to cancel. A 50% refund will be given to participants who notify the front desk of cancellation less than two weeks/13 business days before the session they wish to cancel. Less than 3 business days/72 hours of notification will result in NO REFUND.

SCHEDULE ADJUSTMENTS

Due to a multitude of potential circumstances that could occur, adjustments may be made to the camp schedule at any time. These could include limited registration, daily schedule modifications, trip cancellations, fewer hours/weeks of camp, and/or any number of changes that staff feel are needed 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 camper needs to be picked up early from camp, please inform the staff at check-in that your camper is to remain at the Recreation Center for early pick-up. Additionally, inform the camper that they are to stay at the Recreation Center.**

A camper may be released only to the person(s) named on his/her registration form. **All adults picking up a camper should be prepared to show an ID.** If parents wish to make changes to their camper's pick-up list, it must be done at the front desk.

Copy of Oak Ridge City Summer Camp Policies and Procedures Handbook 2026

Regular camp hours are 9am – 4pm. Early drop off is available before camp begins at approximately 7:30am. **For the safety of your camper, please do not drop off your camper before 7:30am, as there is no supervision provided 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.

Early drop-off and late pick-up are considered Extra Hours and require an additional fee of \$30 due at the time of registration.

Continued late pickups beyond 5:30pm will result in additional 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 childcare arrangements for their camper 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 outside of Oak Ridge.

PARENTS, GUARDIANS, GUESTS

Due to limited space and transportation, parents, guardians, and/or guests are not permitted on field trips with campers. Due to enrollment and transportation, Oak Ridge City Camps cannot accommodate guests of campers. Special needs campers' assistants/attendants will require their own transportation due to limited space. Please contact the Recreation manager for more information.

FOOD FOR CAMPERS

Campers should always bring their lunch, drink, extra snacks if desired, and a 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 \$1.25 / can and \$2.35 / 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.** Campers are required to wear

Copy of Oak Ridge City Summer Camp Policies and Procedures Handbook 2026

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 for appropriate clothing or be picked up early.

During the summer months, campers are offered the option to swim at the Outdoor Municipal Pool when the schedule and weather permit. If the camper chooses to participate, they should always bring a swimsuit, towel, and sunscreen , as campers may go to the pool even on field trip days. Parents who do not want their camper to go to the outdoor pool on a particular day should inform the staff at check-in.

Personal items should be labeled with the camper's name and carried in a backpack or sports bag. Bring a water bottle and sunscreen EVERY DAY!

DO NOT BRING TO CAMP

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

HEALTH AND EMERGENCY

Camp staff need to be informed about 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. This policy's statement of consent to this policy must be signed by the parent/legal guardian at the time of registration.

Campers requiring medication must have a completed Authorization for Medication Administration form on file while attending City Camps. Staff will collect any medication 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 with a label that states the camper's name, 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, AED, 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 campers are protected from excessive sun. **Parents should apply sunscreen to their camper daily before the start of camp. Campers must bring their own sunscreen and**

Copy of Oak Ridge City Summer Camp Policies and Procedures Handbook 2026

will be encouraged to take responsibility for application. We recommend spray bottles and a stick applicator for the face. During summer months, parents have the option to keep their camper from attending the pool if they want to limit sun exposure. Please notify the staff at check-in that your camper should not go to the pool that day. Alternate activities are always provided for campers who choose not to swim during camp swim times.

Dehydration is also a concern for with our campers. All participants are asked to bring water bottles for use each day during camp. Water will be available to all campers to refill their bottles throughout the day. Please remember to label with your camper's name.

TITLE III AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with Title III of the Americans with Disabilities Act ("ADA") of 1990 and applicable Tennessee law, the City of Oak Ridge Camp does not discriminate against individuals on the basis of disability in the full and equal enjoyment of its programs, services, and activities. The City of Oak Ridge (the "City") will make reasonable modifications to policies, practices, and procedures when such modifications are necessary to afford individuals with disabilities an equal opportunity to participate, unless doing so would fundamentally alter the nature of the program or activity, or would impose an undue burden. The City will furnish appropriate auxiliary aids and services where necessary to ensure effective communication. The City will not exclude an individual with a disability unless that individual poses a direct threat to the health or safety of others that cannot be eliminated or sufficiently reduced through reasonable modifications or auxiliary aids and services. Any determination of a direct threat will be based on an individualized assessment. The City will not deny camp participation based on an individual's association with a person with a disability.

Camp staff receive training on ADA compliance and inclusive practices. The City evaluates each child's needs on an individualized basis and engages in an interactive process with parents/guardians to identify reasonable accommodations that support meaningful participation. The City of Oak Ridge Camp offers active, group-based programming that may involve frequent transitions, physical activity, and sensory stimulation. The City will work with families to determine whether reasonable modifications can support a child's safe and successful participation in these activities. To support the safety and welfare of all campers, participants must be able to engage in camp activities with reasonable modifications. Please be advised that City staff are unable to provide continuous one-on-one supervision.

Parents and guardians are encouraged to contact City staff during the registration process to discuss their child's specific needs and make accommodation requests. For more information, please call 865-425-3450.

Copy of Oak Ridge City Summer Camp Policies and Procedures Handbook 2026

DISCIPLINE

The City of Oak Ridge Camp Staff's method of discipline is as follows: positive reinforcement, time out, cleaning or mild, helpful tasks, loss of privileges, and occasionally suspension. When necessary, parents will be expected to help with the disciplinary process. Misbehavior may result in a verbal discussion or a write-up. Parents will be notified of all write-ups. After the second write-up, a parent/staff conference will be scheduled to discuss a resolution. After three write-ups, the camper may be suspended from camp for a period of days or permanently, depending upon the seriousness of the offense.

Campers 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, or any subsequent, offense. No refunds will be made to participants suspended from the program. Campers who are dismissed from camp programs must schedule a meeting with the Recreation Manager before being readmitted into future camp programs.

Please contact the Recreation Center Front Desk at 865-425-3450 for more information.

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

Copy of Oak Ridge City Summer Camp Policies and Procedures Handbook 2026

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 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.

Please sign and date below hereby 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
(Required):** _____

**Print Name Parent/Guardian
(Required):** _____

**Signature Parent/Guardian
(Required):** _____

Date (Required): _____