



Prairie Township Community Center
Summer Day Camp Parent Handbook

Darby Woods Elementary School
255 Westwoods Blvd, Galloway, OH 43119

Recreation Supervisor – Matthew McCallum
(614) 907-7990

mmccallum@prairietownship.org

www.prairietownship.org

Purpose and Philosophy:

The Summer Day Camp Program is designed to provide a fun-filled summer program while offering a valuable service to families. Some of the things we do consist of organized activities, games, sports, themed days, contests, quiet recreation, arts & crafts, movies, free play, swimming and field trips.

Staff:

Our qualified staff strives to provide strong leadership and to create an enriching environment that fosters growth and success. Criminal background checks are completed on all employees. PTCC management staff will work closely with all camp staff to ensure an enriching program.

When and Where?

The Summer Day Camp is held at Darby Woods Elementary School (255 Westwoods Blvd, Galloway, OH 43119).
Summer Day Camp Times: Weekdays 7:15 a.m. – 5:45 p.m.

An example of daily camp activity can include some of the following:

- 7:15 a.m. - 9:00 a.m. Drop-off time, supervised free play
- 9:00 a.m. - 11:00 a.m. Indoor/Outdoor Activity
- 11:00 a.m. - 11:45 a.m. Camper's Choice, Group Stations (Sports, skills, activities, i.e.)
- 11:45 a.m. - 12:30 p.m. Lunch (provided by camper that does not require refrigeration)
- 12:30 p.m. - 1:15 p.m. Creative Crafts, Quiet Group Games
- 1:15 p.m. - 3:00 p.m. Indoor/Outdoor Activity
- 3:00 p.m. – 4:30 p.m. Snack (provided by camper) and Activity
- 4:30 p.m. - 5:45 p.m. Pick-up time, supervised free play

Some days will also include swimming and field trips.

Drop Off/Pick Up Times:

Main camp activity begins at 8:30 a.m. and ends at 4:00 p.m. However, to accommodate parents' work schedules, Camp Staff will be available to check in children anytime beginning at 7:15 a.m., and Camp Staff will also be available to check children out any time until 5:45 p.m. Programming during this time will be loosely structured: board games, reading, drawings, small sided games, etc. Children may be picked up any time prior to 5:45 p.m.

Fees & Payment Policies:

Day Camp operates as a self-sustaining program. All registration fees and the first five days of camp are non-refundable, non-transferable and cannot be credited or carried over. PTCC Refund Policy does not apply to camp. Participation fees are \$27 per day per child. All days must be purchased in advance on your child's swipe card. Weekly field trips are an additional weekly fee and are payable in cash at the Day Camp site. Payments for additional days can be made online at www.prairietownship.org, or at the Prairie Township Community Center. **Daily Fee Payments cannot be accepted at Camp. Please have your swipe card filled prior to the drop-off of your child(ren).** Delinquent payments can result in dismissal from the program and are referred to the Township Administration office for payment collection. Refund requests for paid unused Camp days must be made in a timely manner. All refund requests must be made by **August 16th, 2019** and received at the Community Center or to email (mmccallum@prairietownship.org) no later than 5 p.m. Unused Camp days are not carried over, credited, or transferred and cannot be used for other programming.

Child care statements are available upon request to the Prairie Township Recreation Supervisor.

Late charges apply when your child is picked-up after 5:45pm and are collected immediately upon parental late arrival. Persistent late pick-up may result in dismissal from the program at the discretion of the Recreation Supervisor.

5:46 p.m. – 6:00 p.m.	\$15
6:01 p.m. – 6:30 p.m.	\$30
6:31 p.m. – 6:45 p.m.	\$60
6:46 p.m. – 7:00 p.m.	\$100
7:01 p.m. – 7:45 p.m.	\$150
7:46 p.m.	Children Services will be called

If your child has not been picked up by 7:46 p.m. and the staff has been unable to contact parents/guardians, the proper authorities will be notified. A late pick up form will be completed indicating appropriate fees to be paid. Late pick-up fees are to be paid in cash to the Prairie Township Day Camp Staff or at the Community Center the following day at the beginning of the day or on Monday if the occurrence happens on a Friday. Your child will not be allowed to attend camp until late pick-up fees are paid in full.

Sign in/Sign out Procedures for Attendance:

Staff will be on hand to greet each child. Parents must accompany the camper into the School site for the start of the day to swipe them into the computer system and come in to pick them up at the end of the day. Children must be signed in at the beginning of the day and signed out at the end of the day by a parent/guardian. Identification will be verified every day so make sure to have a form of ID with you at pick-up.

Only people designated on the enrollment sheet are able to pick up your child. Identification will be verified. Parents/guardians are required to notify camp staff ahead of time if another authorized party will be picking up your child on a designated day. This information must be written on the sign-in log sheet. Should you need to pick your child up early on a camp day, the parent/guardian must notify staff and write it on the sign-in log sheet in the morning.

Should a staff member suspect a parent/guardian or designated pick-up person is impaired or under the influence, the staff member will refuse to release the child to that person. The next designated pick-up person will be called or emergency personnel will be contacted. Staff will remain with child and notify the Recreation Supervisor and/or Community Center Manager.

What does my child need at Summer Day Camp?

Please keep in mind, we're outdoors quite a bit and some of our projects can be messy – please have your child wear clothes that can get dirty! Campers will apply sunscreen under the supervision of camp staff. It is recommended that parents apply sunscreen prior to bringing their child to camp, sunscreen will be applied by the camper during the course of the day under the supervision of staff. All campers must wear tennis shoes. No sandals or flip flops are allowed except for swimming and water activities. Each child should have a bag (i.e., tote bag, backpack) in which he/she can carry and store needed items at camp each day. A smaller, lighter bag can be used to take to the pool. Bring your own sunscreen.

Bring a daily packed lunch and afternoon snack that does not require refrigeration or microwaved. Lunches are stored in your Camper's lunch bag.

We will be swimming on Tuesdays, Wednesdays, and Thursdays at the Community Center Pool. A swimsuit and a towel are required on these days. Your child may also bring a cover up, ear plugs, nose plugs, goggles and swim shirts. Regular T-shirts will not be permitted to be worn in the pool. Prior to your campers first swim experience at camp, his/her swim skills will be assessed by pool staff. The deep water swim test will require jumping into the deep end of the pool, resurfacing at the top of the water, and then swimming the entire length of the pool. This is only done if they want to swim in the deep end. Please pack a swimming suit made of approved materials of Lycra, spandex, or nylon and a towel.

Please put your child's name on all items brought to camp. Personal items are not to be kept at Camp overnight. Personal items, including electronics are the explicit responsibility of the child. There will be very limited time where campers are going to be allowed to use electronic devices. Although camp is meant to be an active experience, we have seen that playing on some of these devices can help some children form bonds of common interests and can help facilitate new friendships. The Township and staff are not responsible for missing or broken personal property that your child brings to Camp; however, respect for personal property is encouraged and enforced.

Photographing of Program Participants:

At various times during the summer, photos may be taken of your child by authorized individuals for public relations or educational purposes. If you do not want your child's photo taken please let the site staff know during your first week of the program.

Field Trips:

A variety of field trips are planned throughout the summer and include local trips in the greater Columbus area. Everyone will be given the opportunity to go on field trips. However, field trips must be paid in advance. We will not accept payment after the deadline. We have to let the bus garage know ahead of time the number of buses needed for each trip. If your child does not attend the field trip that day, they will remain back at camp. Please, no early pick-ups while at our field trip destination. Permission slips and information will be made available in advance in order for you to decide if your child will come to camp that day. Field trip fees are charged to cover trip transportation and participation fees. Trip fees are paid in cash at the Day Camp site, must be paid in advance. The reason why this fee has to be paid in cash is because we are not able to know in advance how many children will be in camp that day and we do not pay our destinations in advance. The permission slip must be signed and returned with accompanying additional field trip fee prior to the field trip in order for your child to participate in the field trip. Due to weather or other circumstances field trips may be subject to change and/or cancelled.

T-shirts will be given out to campers. For identification purposes, each camper is required to wear their camp T-shirt on all field trips. Campers are required to launder their camp T-shirt when dirty or soiled. All participants' health forms, emergency contact information and any needed medication will be transported on all field trips by a Camp Leader. Staff will be available by cell phone during all field trip activities. A portable first aid kit will be transported on all field trip activities. For these field trips and when going to the Community Center to go swimming, we will utilize school buses for transportation.

Sick Child Policy:

A child with any of the following conditions will not be permitted to attend camp while conditions are present: vomiting, diarrhea, unidentified rash, temperature over 100 degrees. If a child becomes ill during camp they will be taken to a separate area and made comfortable while waiting for the parent or other designated person to arrive to pick up the child. The child should be free of symptoms for 24 hours before returning to camp.

Injuries & Accident Report:

Any injuries during the course of the day will be documented by camp staff and reported to the Recreation Supervisor within 24 hours. The Prairie Township Accident Report Form will be utilized for documentation.

-Minor Injuries:

1. Wounds will be cleaned only with soap and water and a bandage applied.
2. Disposable gloves are in the first aid box and will be worn.
3. Hands will be washed immediately and surfaces cleaned.
4. All accidents or injuries will be recorded on Prairie Township Accident Report form, in ink, stating the date, time, injury, action taken and signed.

-In the Event of a Serious Injury or Illness:

1. Injury will be assessed and appropriate action will be taken.
2. Emergency personnel will be called first if injury or illness appears serious, then parents/guardians.

3. Child's information form will be referred to for a list of persons having authority to pick up child. Staff will attempt to contact the parents/guardians first.
4. Prairie Township Accident Report Form will be completed.
5. If your camper is injured at camp, has engaged in conduct which resulted in a staff member having to discipline your camper, or if any "unusual" occurrence involved your camper, you will be notified at pick up with a written report detailing the event.

Discipline Policy:

The staff or individual leader in charge of a child or group of children shall be responsible for their discipline, in keeping with the Summer Day Camp policies.

All discipline is handled with kindness, consistency and understanding. Attention is given to the specific needs of each individual child, while at the same time the child is encouraged to become part of the group and participate. We believe children in a group situation want to conform to rules as soon as they know what is expected of them.

Rules apply to both inside and outside play. Leaders discuss Camp rules thoroughly with all Campers and discuss why the rules are in place, mostly for safety and for the respect of other Campers and personal property.

Children are children, and discerning right from wrong is a continual learning process. When unacceptable behavior occurs, staff talks to the Camper and explains why their behavior is unacceptable. If this behavior reoccurs, the child may be separated from the group to give them time to think about their behavior. This action encourages the child to think about and understand the importance of acceptable behavior patterns and hopefully results in a quick return to Camp. Typically the child decides when he/she is ready to return to the group. If necessary, Campers may be asked to call their parent and share the incident with their parent.

Too often discipline is thought of synonymously with punishment; it involves much more. Summer Day Camp regards discipline as positive correction that results in acceptable behavior. Reinforcing and praising acceptable behavior helps aid positive behavioral learning processes that every child experiences as they grow and develop.

In order to help us accomplish these goals, we will use the following steps:

1. OBSERVE and LISTEN in order to prevent conflict by anticipating any unacceptable behavior.
2. REDIRECT the child to another activity.
3. TALK to the child individually.
4. SEPARATE the child from his/her group.
5. DISCUSS the situation with the child.
6. If a child is deemed a chronic behavior problem by a Camp employee, the parent(s) will be given a Parent Letter detailing the situation. The first letter serves as a warning. If behavior continues, a second letter will be sent home, where the child will be suspended for two days from camp and will also have to be picked up from camp immediately for the day. The third and final letter is a suspension letter for the remainder of the summer. Campers with chronic behavioral patterns may be dismissed from the program regardless of the Parent Letter if the behavior warrants, and may not be admitted into the Day Camp program in the following year.
7. The Recreation Supervisor reserves the right to amend, revoke, waive or make any individual adjustments to these rules as deemed necessary.

Confidentiality:

We will strive to keep information about a child or about an incident involving one of our campers as confidential as possible. We will not discuss incidents involving your child with other program participants or their families unless it is required by law or the other child was involved in an incident with your child. If that is the case, information on your child will be shared only to the extent necessary to provide necessary information to the other parent.

Parent Information

Parents should contact the camp staff or Recreation Supervisor with any questions or to discuss their child. Parents may observe and visit their child any time that is compatible with the daily Camp schedule. The Camp Director or Assistant Director must be notified prior to your visit. Parents are not permitted to remain at Camp with their child once they have swiped out. It is the responsibility of the parents/guardians to inform a Camp Counselor of any changes to your child's information. This would include phone numbers, addresses, emergency contact information and persons authorized to pick up your child.

Should a court order be in place prohibiting a parent from any contact with their child, please advise the Recreation Supervisor and provide a copy of the document. Police will be called if a parent violates the court order.

Please feel free to speak with the leaders regarding the operation of the program (suggestions or ideas) and/or contact the Community Center at (614)907-7990 or email Recreation Supervisor Matthew McCallum at mmccallum@prairietownship.org

Please note that we will be using the Remind App to communicate with parents throughout the summer, regarding camp updates, field trip information, swimming, etc.