



Dear 2023 Summer Day Camp Parents :

Greetings!

On behalf of the Willoughby Parks & Recreation Department, welcome to a fun-filled summer with our Summer Day Camp. Thank you for entrusting the safety, well-being and enjoyment of your child with us for the summer of 2023. We look forward to a summer packed full of fun, new experiences and positive growth!!

In order to ensure a fun and safe summer for all, cooperation and proper camp behavior is expected. We also find it necessary to mention rules and disciplinary action we may need to enforce. All of our rules and consequences are designed with your child's safety in mind. Please review all information in this handbook with your child and complete the online form prior to your child attending camp.

If at any time during the summer you have any concerns or questions, always feel free to call me at 440-953-4200.

Sincerely,

David F. Sarosy

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Program Coordinator
440.953.4200

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SUMMER CAMP PARENT INFORMATION

Philosophy and Purpose

This program is designed to provide a safe, fun-filled summer day camp program for children while offering a valuable service to families in which parents work. Activities will include large group games, special events, open play, arts and crafts, and weekly field trips.

Goals

- To provide a safe and wholesome place for children to play.
- To develop a sense of fair play and sportsmanship.
- To learn new skills.
- To experience success.
- To make new friends.
- To enhance self-esteem.
- To gain a greater sense of confidence.

TO HAVE FUN!

General Information

1. Phone Numbers – **IMPORTANT!**

Please notify the Parks & Recreation Department if any of your contact numbers have changed – we need to be able to get a hold of you at all times. Our number is 440-953-4200.

2. Hours of Operation

Camps operate from 9:00 a.m. - 3:00 p.m. Monday - Friday.

- Before Care: runs from 7:00-8:55 am
- After Care: runs from 3:00-5:30 pm.

3. Age Requirements

Willoughby Summer Day Camp is open to children ages 6 to 12.

4. Staff

Each camp is staffed by trained, qualified and competent high school, college students and experienced adults, many of whom are pursuing a degree or have a degree in education. Each camp has a ratio of, at most, 12:1.

5. Facilities

Each camp is conducted primarily as an outdoor program. The buildings will serve as an organization and inclement weather area. In case of thunder/lightning, camps will be bussed to the Willoughby Senior Center (at counselors discretions), depending on activities and availability of facility. Please call the Parks & Recreation Department at 440-953-4200 to get information on the location of each camp.

Listed below are the amenities of each site:

Daniels Park Site

Pavilion
Restrooms
Playground
Drinking Fountain

Osborne

Pavilion
Restrooms
Playground
Drinking Fountain

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6. What to Bring

Please dress your child as comfortably as possible to enable him/her to participate in the different activities of the day. Closed-toe shoes must be worn at all times and should be comfortable for all-day wear. Sandals are appropriate to wear while at the pool.

Each child will need to bring: bag/backpack (in which to carry and store needed items at camp each day and take them home again each afternoon for cleaning), spray sunscreen, water bottle, hat, packed lunch that will not require refrigeration. Please put your child's name on all items brought to camp. Camp shirts must be worn on ALL field trip days! (Read the flyers for additional days.)

Additional t-shirts are available at the Rec. office for \$6 each.
Additional rash guards are available at the Rec. office for \$17 each.

Rash Guards must be worn on the following days:

All pool days, and field trips to water parks. (refer to the weekly newsletter)

The following items are ***NOT*** permitted to be used at camp:

Cell Phones

Baseball/football cards/gaming cards

Ipods/Ipads

Game Systems

**cell phones are to remain in their bags and are NOT to be used at camp.*

NOTE: Parent will be contacted to pick up inappropriate items.

Items that your child is attached to should not be brought to camp in case of being lost, stolen or broken. Please use common sense with your discretion.

Willoughby Parks and Recreation is not responsible for lost or stolen items. Please check the lost and found weekly for lost items - each camp site has one. We will hold lost items at the Willoughby Parks Department for two (2) weeks after camp concludes.

7. Spending Money

Children may utilize the concession stand on the various field trips. We recommend money be given in an envelope labeled with your child's name and amount given. Please note that counselors are instructed NOT to hold onto camper's money, it is the responsibility of the camper to keep their money in safe keeping.

In addition, remind your child to put the money in their pockets, not to leave it in their bag, because bags are left unattended. Money should be in a clear zip bag, labeled with their name and the amount inside.

8. Awareness

Please make the Parks & Recreation Department aware of any special circumstances: i.e. restraining orders, court orders, limited participation guidelines, restrictions, special needs, etc.

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Refund Policy

Notification to cancel weeks must be done in writing and prior to the start of the camp week.

This can be done by email or deliver paper form to the Parks & Rec Office.

- There is a \$20 service charge per week if refunding prior to the start of the camp week.
- No refunds given if refunding after the camp week starts.

Daily Sign In/Sign Out Procedure

Please explain to your child that they are required to sign in with a counselor everyday as they arrive to camp. They are also required to sign out with a counselor and at the end of each day.

Changes/additions to your child's approved transportation list must be done in writing. (email is fine)

No telephone requests will be authorized or accepted.

Individuals picking up your child MUST have a valid ID.

If your child is not attending camp on any given day, you are not required to contact the Parks & Recreation Department or the counselors at your camp site.

Tardy Pick-up Policy

With the understanding that Summer Camp Counselors have other duties, both before & after camp hours (paperwork, set-up, inspections, etc.) the following policy has been instituted:

- The first time you are late there will be no charge. Late is considered after 3:00 p.m.
- After the first occurrence you will be charged:
 - \$5 for up to 15 minutes late.
 - \$10 for 15+minutes late.

Payments should be made within 24 hours of the occurrence.

Your child can not return to camp until the amount is paid.

If continued **early drop off or tardiness** persists, you will receive a call from the Parks & Recreation Department to resolve the problem. Should no improvement be made on the part of the parent to pick up the child in a timely manner, suspension from the program will be the end result.

Child Abuse

By state law, all agencies that provide children's programming are required to report questionable bruises or marks that are repetitious and obvious to the staff.

Likewise, should a child indicate to a staff member that abuse - emotional, physical or sexual - is happening to them, it is our obligation to report the discussion to Lake County Department of Human Services.

Know that should a report be filed; it has been done with much consideration on the staff's part.

Medical Procedures and Emergencies

- A first aid kit is located at all camp locations.
- A list of participants and their home telephone numbers, parent's work telephone numbers are located at the camp site and the Parks and Recreation office.
- In case of a minor injury or illness, the injury will be treated and a minor incident report will be completed.
- In emergency cases, the parents are phoned and 911 dialed. The child is escorted by a staff person to the hospital or released to the parents, depending upon the situation. If the parents cannot be located, the emergency numbers on the registration form are called and the child will be released to that person *(must present photo ID with name for verification.)*

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- A staff member must accompany the child to the Emergency Room at the hospital and take the child's registration form and medical authorization form. Once the parent arrives at the hospital, the counselor will return to camp. If the parent arrives at the camp prior to an ambulance departure, the responsibility of accompanying a child to the hospital by the staff member will be relinquished to the parent. The incident is recorded and filed.

*****Please do not send your child to camp if they are sick** (common cold, runny nose, stomach flu, temperature, diarrhea, etc.) Doing so will expose countless children as well as staff members to their illness. Parents will be notified and required to pick up their child in the event that they become ill at Summer Day Camp.

Medication

Any prescription needs to be in its original container with the prescription label having the doctor's and child's name on it. Please call the Parks & Recreation Department and ask for a **Camp Medication Form** and return it prior to the first day of camp for your child.

Transportation and Field Trip Safety

The children will be transported in Willoughby East Lake / Peterman busses or city vehicles, by licensed drivers, for all trips except where emergency medical transportation is needed. In an emergency, the local life squad will transport your child to the medical/dental center as requested on your child's registration form.

A staff member will be on board each field trip vehicle.

Transportation Rules

All camp rules/regulations apply while campers are on the bus to & from camp or while being transported to field trips. The following bus-specific rules are to be followed:

- Children must remain seated at all times.
- Talk quietly - absolutely no talking at a railroad crossing or other danger points
- No throwing paper, hitting, spitting, etc.
- Please make sure the vehicle is clean and all of your belongings are taken with you when leaving.
- No eating, drinking, or littering
- Keep hands, feet, head, etc. inside the bus
- Keep all objects inside the bus
- No vandalism
- Do not engage in conduct which causes or may cause physical harm or emotional distress to the bus driver or campers

The bus will drop your child off at the bus stop in the afternoon unsupervised – no counselor will walk your child to their final destination.

Sunscreen Usage at Camp

The Summer Day Camp staff is permitted to apply sunscreen on children during the camp day if it is in a spray bottle only. Please put your child's name on the can; they are required to keep the can in their bag/backpack.

The staff will remind children to put sunscreen on during the day. It is also highly recommended that during the early weeks of summer that children wear light colored t-shirts for all outdoor activities.

Please discuss with your child the need to be protected from the sun's rays.
Notify the staff of any special needs of your child.

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Safety Policy

All of the policies and rules established by the Department have been instituted to protect the best interest of the children enrolled at the camp. The following rules and the strict adherence of these by staff and parents alike are important in providing the safest environment for your children.

- No child will ever be left alone or unsupervised.
- Children must sign in / sign out with a counselor every day.
- Telephones are located at each site.
- Staff will accompany children on all field trips
- Each site has copies of medical and emergency treatment forms.
- Accident report forms will be completed and available to parents.
- Staff members will immediately notify the Parks & Recreation Department of suspected child abuse or neglect.
- Weather emergency plans are in the leader's handbook – see facilities section.

Water Safety

Children are required to take a swimming test prior to “free” swim at the Willoughby Municipal Pools by pool personnel. If they pass, they are issued a wristband which permits them to use the waterslides, diving boards and swim in the lap lanes. The swim test consists of swimming one length of the pool continuously. For those that are not good swimmers, life jackets will be available at a first come first serve basis for use in the pool. Additionally, children are required to wear their camp rash guard shirt in the water while swimming on certain field trips.

Discipline

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

Attention will be 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 will be made for both inside and outside play. Camp counselors will discuss the regulations thoroughly with the children and explain why it is necessary to have them. We do not want children to hurt themselves or each other. We want to encourage respect for people and for property.

Because children are children and discerning right from wrong is a continual learning process, we shall first talk to the child when inappropriate behavior occurs. If it is recurring, we may separate the child from the group. We hope this will encourage the child to understand the importance of appropriate behavior patterns and result in an early return to the group. The child will be asked to think about what he/she has or has not done and then try to discover the reasons for the inappropriate behavior and thereby be able to solve and correct the situation.

Too often discipline is thought of synonymously with punishment; it involves much more. We want to approach it with a positive action so appropriate behavior is reinforced and a learning process takes place as natural growth and development.

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General Rules:

1. Stay within park boundaries. These will be explained on the first day of camp.
2. Child must sign in/out with a counselor each day.
3. Counselors and other children are to be respected at all times.
4. Do not abuse playground equipment, property or grounds.
5. Return equipment when finished playing with it.
5. Stop and freeze when you hear the whistle.
6. No fighting or swearing will be tolerated.
7. Throwing of any object is prohibited, except for playground balls in a proper game setting.

Our specific policy for discipline is the following:

Minor Violation: Those violations that relate to behavior and do not endanger the safety of themselves or others.

Violation of Rules (1st offense) - verbal warning

Violation of Rules (2nd offense) 5-minute time-out

Violation of Rules (3rd offense) 10-minute time-out and parent conference required.

Major Violation:

Violation of Rules (1st offense) – 15-minute time-out and contact parent.

Violation of Rules (2nd offense) - Parents called to come pick up the child and one full day suspension from camp. Suspensions may be applied for multiple days.

Severe Violation: Those violations that endanger the safety or well-being of the child, other children or staff. Violations that could result in removal from camp with no refund.

This also applies to bringing dangerous instruments to camp: example pocket knife

*Suspension/Expulsion at Discretion of Parks & Recreation Dept.; Police will be contacted

**All occurrences will be handled on a case by case basis; extreme cases will be dealt with accordingly by the Program Coordinator.*

In the event a child physically harms another child or camp staff, facility or vehicle, they will be removed from camp and subject to additional suspension and/or expulsion from camp with NO REFUND.

The staff reserves the right to contact a parent immediately to remove the child from the program.

Before the child is readmitted to the program, a meeting between the parent, child, Head Counselor and Parks & Recreation personnel will be held.

Counselors are instructed to be firm but fair with each child in a disciplinary situation. No counselor will single out or "pick on" any child. If you feel your child is being treated unfairly, please talk with the child's counselors or call the Parks and Recreation office.

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

1. OBSERVE & LISTEN in order to prevent conflict by anticipating any inappropriate 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. DOCUMENT the situation and discuss it with the parents daily.

PARENTS... Please review all the information contained in the handbook. We look forward to a fun, safe summer and know that if we're all working toward the same goal with a clear expectation of outcomes, the biggest winner will be **your** child.

Have Questions? Call our office at 440.953.4200 or email David Sarosy dsarosy@willoughbyohio.com