



## **Norwoodville Summer Day Camp Handbook** **June 6th-August 12<sup>th</sup>** **Closed Monday July 4th**

### **ELGIBILITY**

Any child between the ages of 5-13 (or completion of Kindergarten and going into 8<sup>th</sup> grade) **(FIVE YEAR OLDS MUST HAVE COMPLETED KINDERGARTEN Youth that have completed 8<sup>th</sup> grade are not eligible)** Ten spots will be reserved for ages 11-13 if the need is there.

### **PAYMENT OF FEES**

You may pay in advance. Fees are due the Friday before the new week. There will be a late fee charged of \$5.00 per day for every day the payment is late. Payments are considered late Monday **(of the new week)** @ 5:30 p.m. Should fees become one week delinquent, the child/ren will be withdrawn from the program until the entire balance, including late fees, is paid in full. Late fees need to be paid in cash.

A money box will be located in the youth recreation room, near sign in/out sheets, for your convenience. You must attach your payment and fill out a payment receipt keeping the carbon copy and staple your payment to the original form. Please fill the receipt out in detail with name and names of the children your paying for. **This contains our Tax ID number and is your proof for tax purposes, we do not provide additional documentation for taxes.**

**NO CASH PAYMENTS** will be accepted. Please retain your cancelled checks for your records. If you have any questions about your account status, call the office @ 266-5794, between the hours of 8:00-5:00 p.m. Monday through Friday.

### **RETURNED CHECK POLICY**

There is a \$15.00 service charge on all returned checks. This fee will need to be received in cash, as well as the weekly payment before the child/ren can return to camp. If one check is returned, you will be required to make your weekly payments in cash for the remainder of the summer.

### **VACATIONS AND HOLIDAYS**

**We will be closed on Monday, July 4th and do not prorate payments for that week.** Your normal amount for payment is due at the regular time. You will not be responsible for payments during your vacation week, as long as we receive at least two weeks notice, both verbally and in writing. We consider a week Monday through Friday and will not string together days to make up a week (Wednesday of one week through Tuesday of the following).

## **BUSINESS HOURS/LATE PICK UP FEES**

The summer camp's hours of operation are from 7:00 a.m. to 5:30 p.m. Monday through Friday. At no time may children be left at the center prior to 7:00 a.m. There will be a **\$1.00 late charge for every minute** your child remains at the center after 5:30 p.m. Time will be monitored by the clock in the lobby area. All late fees will be paid in cash before the child/ren returns to camp the next day.

We would like all campers to be at the camp by 9:00 a.m. We sometimes schedule field trips in the morning or due to inclement weather changes in scheduling. Having them here will allow us to transport campers more efficiently and smoothly. If your child/ren will be dropped off after 9:00, it is then your responsibility to transport them to the location the camp is at as needed.

We are considered a day camp because we are outside a majority of the time. Please make sure child/ren dress appropriately and wear **TENNIS SHOES** everyday.

## **CHILD PICK UP/DROP OFF**

It is required that all children be "**signed in**" and "**signed out**" when arriving and leaving for the day. The log will be kept on the table near the entrance of the youth recreation room. **THE PARENT/GUARDIAN MUST SIGN THE LOG, NOT THE CHILD!** Please notify office staff if your child will not be attending a particular day or if someone other than the authorized persons will be picking up your child. Under no circumstances will we release your child to anyone who is not authorized. We ask that your child be dropped off no later than 9am if at all possible; some field trip departures may take place in the morning.

## **MEALS**

We ask all lunches be in a **DISPOSABLE** brown paper bag with your child's name on the sack. **NO LUNCH BOXES OR COOLERS** Everything must be disposed of after each lunch. Children also have the opportunity to be provided a sack lunch free of charge from the Saydel School district. Sign your child up when you sign them in for the day.

## **TOYS AND EQUIPMENT**

Since we provide a sufficient amount of equipment, we ask that you do not allow your child/ren to bring toys, cd's/players, headphones, games, or equipment from home. This will prevent the possible loss of damage of these items. Occasionally, we may have days or activities that we will give permission for such items to be brought. However, it is at your discretion, as we will not be held responsible for stolen, lost or damaged items. A camper will be expected to replace any item or reimburse any person associated with the camp or not for the property they damage. This includes property on camp grounds or damages that occur away on field trips.

## **ILLNESS/MEDICATIONS**

We ask that you do not bring your child/ren if he/she is ill. If your child becomes ill during the day, we will call you immediately. You will then be required to pick up your child as soon as possible. If we can not reach you, we will contact the emergency contacts listed in the event you are unable to come.

If your child has been ill, he/she must be symptom free for 24 hours before returning to camp. If your child has recurring symptoms, you will again be required to have yourself or someone from

emergency contact list come pick him/her up immediately. We are sorry for the inconvenience, but this is necessary for the sake of the other children and staff.

Staff will administer medications only if the medication permission form has been filled out completely, the medication is in the original bottle and your child's name on the bottle. Most medications will be administered after lunch. If another time is necessary we can not guarantee the medication will be given at the appropriate time, as we are usually away from the site, and the medication will need to stay at the center.

## **DISCIPLINE AND DISMISSAL**

### **Discipline Policy**

A serious disciplinary problem at Summer Camp is one in which a child is hampering the smooth flow of the Day Camp program. This might include a child requiring constant one-on-one attention, inflicting physical or emotional harm to other children, abusing staff or not conforming to the behavior guidelines. The Norwoodville Camp/Site Supervisor reserves the right to suspend a child from Day Camp if the child is endangering him/herself, other children or a Camp Staff member.

### **Termination of Services**

If a child is not able to adjust to the Camp setting, the Site/Camp Supervisor will notify the parents regarding the situation and request that a meeting be arranged to discuss a solution. If the child does not improve his or her behavior, the Site/ Camp Supervisor may recommend that Day Camp services be terminated. Before such a decision is finalized, the Camp Supervisor will discuss the situation with the parent(s) and the Site Supervisor in a conference setting. Our goal is to provide quality Day Camp for all participants with termination of service as a final option for unresolved discipline situations.

## **DISCIPLINARY GUIDLINES**

- A direct warning will be given to the child not following the conduct expectations/ basic rules.
- The time-out and or accountability procedure will be followed if the behavior continues.
- Three strike Philosophy will be used, if the youth earns three strikes that day they will not attend the field trip. If it is earned on the field trip the youth will be held back from the next day's field trip.
- Being held back means a youth will be issued an action plan that will be completed with an assigned Counselor to work on learning from their mistakes.
- Continuous inappropriate behavior will result in a private conference with the child, the Camp Counselor, and the Site Supervisor and or Camp Supervisor. A private contract to correct the behavior may be agreed upon by the child and the staff.
- If the behavior does not improve, a meeting with the child, his or her parent or guardian and the Camp Supervisor/ Site Supervisor will be scheduled, and the camper may be sent home.
- When the camper has been sent home for a total of three times, he/she will not be permitted to return to camp for the remainder of the summer camp program. He/she may return to summer camp the following year.
- The Norwoodville Community Center Site Supervisor reserves the right to suspend a child from the program if the child is endangering him/herself, other children or a Camp staff member.
- If the conduct expectations are not observed on field trips, the child will be removed from the group and the parent will be called immediately to pick up the child at the field trip site. The parents will be responsible for alternate care arrangements for the remainder of the day. Participation in future field trips will be at the discretion of the Norwoodville Community Center Site Supervisor and or Camp Supervisor.

## **BASIC RULES**

1. LISTEN AND FOLLOW DIRECTION THE FIRST TIME GIVEN AND KEEP YOUR HANDS TO YOURSELF AND YOUR OWN PROPERTY.
2. Campers are not to "hang on", grab or "rough house" with counselors or other campers. Basically. PLEASE KEEP YOUR HANDS TO YOUR SELF.
3. Stay with the group at all times. All campers must stay within eyesight and earshot of camp staff at all times.
4. Campers are to be responsible for their actions at all times. NO EXCUSES! If you encounter a problem during the day, talk with day camp staff. Do not take matters into your own hands.
5. Use appropriate language. No swearing, put downs, talking back, foul language or obscene gestures.
6. Keep sticks, rocks and other like objects on the ground. We have plenty of appropriate things to throw. Throwing objects may get you sent home.
7. Respect camp property and the property of others. A camper will be expected to replace any item or reimburse any person, associated with the camp or not, for property they deliberately damage at camp or away on field trips.
8. Help clean up after yourself and others. Sit quietly, use good table manners and help clean up the entire eating area when the group is done with lunch and snacks.
9. Help keep restrooms clean. Restrooms are not a place to hang out or play.
10. Wear SHOES at all times.
11. No fighting at any time. This will result in immediate dismissal for the day. Provocation is not an excuse, because you are always responsible for your own actions.

All rules and Disciplinary guidelines will be enforced fairly and evenly and at times at the discretion of staff. Every attempt will be to treat each child equally; however for some children there may be additional step taken to make them have a more successful experience at day camp.