

City of Westlake Recreation Department



*Day Camp
Parent / Child Handbook*

Welcome to Summer Day Camp 2019! To embrace the active nature of the Recreation Center, we will focus on incorporating a sport or other active element into daily activities. Campers will be divided into age appropriate groups for the majority of their activities. Some activities will combine the groups and field trips will be taken together. We look forward to an enjoyable and fun summer.

HOURS OF OPERATION

Summer Day Camp is held Monday through Friday from 7:30am to 5:30pm from June 6th to August 16th. There is no camp on July 4th. Camp will be held at the Recreation Center with the exception of Aug. 12-16th. Camp will be held at Clague Cabin due to the Recreation Center's annual maintenance.

REGISTRATION

Register online at <https://webtrac.cityofwestlake.org/wbWSC/webtrac.wsc/wbsplash.html?wbp=1> or in person. You must have an account with us to register online. Registration will be open until either the max number of children per session is reached or Friday of the week prior by noon.

ARRIVAL/DEPARTURE PROCEDURES

Children are to be brought into the center and walked to the community rooms. This is mandatory on the first day of camp as the counselors will greet you and verify that all required paperwork has been completed. All children must have their medical/ transportation consent form submitted on the first day of camp. If children are attending more than one week, the form needs to be completed once.

Children must be dropped off by 9:00am each day. If you need to be late, please speak with the day camp supervisor at least one day prior to the late arrival. Late arrivals create an unnecessary distraction to the other campers as we have activities planned beginning at 9:00am or earlier.

Children must be promptly picked up by 5:30pm. Parents are asked to park and come into the building for pick up as you will be required to sign your child(ren) out at the end of the day. If someone else is picking up your child that is not listed on medical/ transportation form, you must provide a note the morning of- the person picking up the child will be required to present a photo ID to do so.

Our primary goal of the Summer Day Camp program is to provide a safe environment for your child. We have instituted the following policies to ensure their safety and well-being.

EMERGENCY MEDICAL AUTHORIZATION

Each camper is required to have emergency medical authorization form on file providing information from the parent/guardian on how they wish for staff to proceed in the event of an emergency. ***This information must be submitted no later than the start of the camp week.***

SUPERVISION

No camper will be left alone or unsupervised, and appropriate staff/camper ratios will be maintained.

ILLNESS/INJURY

If a child becomes ill or injured during the course of the day, the parent/guardian will be contacted. Depending on the severity of the illness/injury the parent/guardian or their designee will be required to pick up the child immediately.

MEDICATION POLICY

Medication will NOT be dispensed by our staff without explicit written documentation from the parent/legal guardian. Directions on how to administer the medicine must be written in great detail.

CODE OF CONDUCT

The Westlake Recreation Department is committed to ensuring that all campers and staff are provided with a healthy and safe environment during their stay at the Recreation Center. To ensure the safety and well-being of each child, we have to institute a zero tolerance policy. If your child conducts him/herself in a manner that is harmful to him/herself or others, your child may be asked to leave and not return.

The following are some examples of offenses recognized by the Department as violations of conduct that may initiate discipline (as indicated in our membership booklet). This list is not all-inclusive:

- Running in the Building
- Misuse or abuse of equipment
- Failure to follow all policies and procedures established by the Recreation Department as indicated in the membership booklet
- General horseplay
- Behavior or conduct not conducive with policy
- Possession of weapon or other dangerous materials
- Belligerent, defiant or abusive speech
- Vandalism or act resulting in property damage
- Assaulting, hitting or fighting with another camper or staff
- Behavior that causes a hostile environment which may put campers or staff in danger
- Consumption, possession, sale or transfer of illegal substances or alcohol
- Profanity
- Theft, tampering, removal or unauthorized possession of property belonging to campers or employees
- Any serious behavior not previously listed

First Offense: Immediate removal from building for the day

Second Offense: removal of camper from the program for the remainder of the week with the possibility of removal for the remainder of the year.

CELL PHONES/ELECTRONIC DEVICES/ TOYS

Campers are asked not to bring toys or electronic devices from home. Campers, staff and counselors are not permitted to utilize cell phones while in attendance at Summer Day Camp unless there is an emergency. The City of Westlake is not responsible for any damaged, lost or stolen electronic devices, etc.

DRESS CODE

Tennis shoes must be worn daily to camp. Sandals/flip flops are permitted for the pool area ONLY. Proper footwear is extremely important when playing sports and other activities! Camp issued t-shirts are required to be worn on the field trip day ONLY.

EMERGENCY PICK UP

If a parent is contacted by the Summer Day Camp staff and instructed to pick up your child due to health, medical, safety or disciplinary reasons – you are required to do so within one hour of initial contact.

LOST AND FOUND

Please clearly mark with your child's name on all items that they bring to camp. Lost items may be reclaimed from the lost and found storage box located on site.

SNACKS/ LUNCH

Lunch must be brought in daily along with a water bottle or juice box. We prefer not to have soda pop or fast food (i.e. McDonald's) packed in their lunch. A snack will be provided every afternoon for all who are attending Summer Day Camp. We ask that children ***do not bring money*** for the vending machines, as we are not responsible if it gets lost and/or stolen.

SUNSCREEN

Please apply sunscreen to your child prior to camp. Feel free to send extra sunscreen and a water bottle on hotter days as we will be outside.

ABSENCE

If your child is sick or will be absent from camp, please notify **before 8 am** on that day- leave a message for Ann Hollows at 440.617.4421 or by email at ahollows@cityofwestlake.org.

SWIMMING (in addition to the posted guidelines at the pool):

- Children are to bring a swimsuit and a towel every day except on field trip days.
- If your child does not know how to swim and prefers to stay out of the water, let us know so that the appropriate arrangements can be made.
- Water safety and a mandatory swim test will take place every Monday to ensure that your child(ren) can swim in the appropriate pools.

FIELD TRIP SCHEDULE

On field trip days, please make every effort to have your child to camp by 9:00 am. Each camper will receive a t-shirt to wear on field trip days. Transportation for the field trips will be provided by First Student Bus Company.

ENROLLING YOUR CHILD IN SUMMER DAY CAMP INDICATES AGREEMENT TO ABIDE BY ALL POLICIES AND PROCEDURES ENUMERATED IN THIS PARENT/CAMPER HANDBOOK.