



2018 ACTION DAY CAMP PARENT MANUAL

City of Bonney Lake/Sumner-Bonney Lake School District Recreation Department

Mailing Address: 1202 Wood Ave. Sumner 98390

Office Location: 15206 Daffodil St. Ct. E Sumner 98390

On behalf of the City of Bonney Lake/Sumner-Bonney Lake School District Recreation Department, we welcome you and your family to a summer of fun. We are looking forward to many new adventures and friendships. This manual will provide you with information about our program operating policies and procedures. Please take the time to review this information prior to the start of camp.

OUR GOAL

Our goal is to provide a safe and fun summer camp program for children in grades K through 5. We are dedicated to providing your child with meaningful camp experiences and are very proud of the program we offer. Weekly themes have been developed to guide your child through a week of fun, interesting, and informative activities. We encourage socially positive habits and attitudes through active participation. To make these goals a reality, the City of Bonney Lake/Sumner-Bonney Lake School District Recreation Department will employ qualified staff members who love working with children and will be a positive influence in their lives. All staff is First Aid and CPR certified and has completed a Washington State Patrol background check.

DAY CAMP PROGRAM ADMINISTRATION

Holly Tedford, Day Camp Coordinator

Holly_tedford@ci.bonney-lake.wa.us

Office (253) 891-6500

Fax (253) 891-6515

SUMMER CAMP LOCATIONS

Weeks 1 through 9 (June 27 – August 25) will have **two** locations for children who have **completed** grades K thru 5 (2017-2018 school year). Robert Miller Gym will offer camp for kids who have **completed** grades 3 thru 5 AND Maple Lawn Elementary will offer camp for kids who have **completed** grades K thru 2.

Grades 3-5 (must have completed)

Robert Miller Gymnasium

15206 Daffodil St. Ct. E.

Sumner, WA 98390

Grades K-2 (must have completed)

Maple Lawn Elementary

230 Wood Avenue

Sumner, WA 98390

REGISTRATION

Summer Camp registration will begin **March 12, 2018**. Hours for camp registration are Monday through Friday 9:00 AM – 4:00 PM. The Recreation Office will be closed Monday, May 28 (Memorial Day). **All payments must be made at the Recreation Office unless payment is made over the phone.** Credit card payments will be accepted during the above listed hours. Registration is on a first-come, first-served basis, depending on space availability. It is the responsibility of the parent/guardian to keep their child’s file updated with current information. The following items for summer camp must be completed and turned in at the Recreation Office **prior** to attendance in the program. Your registration is not complete until the following items are submitted: 1. Registration Form 2. Deposit Form and Deposit(s) 3. Liability Form and 4. Health Care Plan and Doctor’s Orders (if applicable)

CAMP HOURS

Action Day Camp organized activities run Monday through Friday from 9:00 AM – 4:00 PM. Drop-off hours are 6:30 – 9:00 AM and pick-up hours are 4:00 – 6:00 PM. Activities during these times will consist of several stations; group games, individual play, movies, arts & crafts, etc. During the hours of 9:00 AM – 4:00 PM, campers will take part in group activities based on weekly themes and projects consisting of arts & crafts, recreation and physical fitness games, science and nature, field trips, swimming, and other exciting events.

*If you need to drop off/pick up your child outside of the specified times (9:00AM – 4:00PM), please talk with your Day Camp Director to see if special arrangements can be made.

WEEKLY DEPOSITS

If you would like to guarantee your child's spot in our camp, a \$50 deposit per child, per week is required to save a spot. Deposits are **nonrefundable** and **non-transferable**. You cannot transfer one week's deposit to another for any reason. Deposits are applied to your weekly camp fees. Day camp participants will be required to fill out paperwork prior to paying a fee or putting down a deposit. Once the paperwork is completely filled out and approved, you may make weekly payments (via phone, fax, mail in, or drop off).

Please double check your summer vacation plans before deposits are made!

PAYMENT DEADLINES

Payments must be made by 12:00 PM on Monday, **one week PRIOR** to the week of enrollment. (Example: Week 1 payment is due June 18th) If there is a remaining balance on Tuesday, your spot will be forfeited to the next person on the waiting list. *All payments must be made at the Recreation Office unless payment is made over the phone.* Payments are accepted in the form of cash, check, or credit card (Master Card or Visa). Please make checks payable to "Recreation Department".

WEEKLY CAMP FEES

Action Day Camp is \$150 per week. Unless otherwise noted.

PREPAYMENT DISCOUNT

We offer \$5 per week, per child savings if you prepay your weekly fee(s) at the time of registration.

LATE FEES

There is a \$25 late fee for any payments made after 12:00 PM on Monday, **one week PRIOR** to the week of enrollment.

LATE PICK UP

There will be a late charge of one dollar per minute, per child as of 6:01 PM. At 6:30 PM, police will be notified if no contact has been made to our department. Late fee payments are due before your child(ren) can be dropped off in the morning. You may pay by cash, check or phone in a credit card payment to the office (253) 891-6500. Every 2 late pick-ups result in an incident write up (see below):

First Incident/Two late pick ups:

A written warning will be issued.

Second Incident/Four late pick ups:

One-day suspension from the program.

Third Incident/Six Late pick ups:

The child will be expelled from the program for one week.

Fourth and FINAL:

Expulsion from the program. **No refund will be given for deposits or prepaid weeks.**

MULTIPLE CHILD DISCOUNT

Once the first child has been registered, the second (third, fourth, etc.) child can be registered with a \$10 discount. Children must be registered the same full week to receive discount per child. This discount is valid for siblings that are on the same plan, payment and registration form.

REFUNDS

Refund requests will only be accepted with a minimum one-week WRITTEN notice (less the \$50 deposit and a \$15 processing fee). There will **not** be a discount or a refund for days missed. Deposits are not refundable.

CHECK-IN/CHECK-OUT PROCEDURES

For the children's safety, a parent/guardian must accompany all children at arrival and departure time. Each parent/guardian is required to sign their child in and out each day, **no exceptions**. We are not responsible for children that are dropped off and not properly signed in. Any parent, who drops off their child without signing them in, will receive a write up for their child. A sign in and sign-out sheet will be kept at the main door of camp. Children will only be released to a parent/guardian and/or those individuals authorized by the parent/guardian's written permission or to the individuals stated on the *Registration* form.

Photo identification will be required at time of pick up. Please make sure all "authorized to pick up" individuals know to bring their I.D.

LUNCH

Children may participate in the free summer lunch program starting Wednesday, June 28th (at Robert Miller Gym location only) or may bring a healthy lunch and beverage each day (unless otherwise noted). Lunches should be clearly labeled with the camper's name. Please note: there will be no access to a refrigerator or microwave. Children must bring a sack lunch on field trip days (unless otherwise noted). If your child arrives to camp on a field trip day without a lunch; you will be charged \$6 to have one provided if time permits. Pizza delivery is not an option.

SNACKS

An afternoon snack will be provided daily. **Please indicate on your *Registration* form if your child is allergic to specific foods or beverages.**

BIKE/SCOOTER DAYS

Bikes and non-motorized scooters may be brought to camp on specified days set by each Site Director. **Helmets will be required – No exceptions!** We do not have enough room to store every child's bike, scooter, etc. so you will need to take your equipment with you when you leave for the day. Please be aware the City of Bonney Lake/Sumner-Bonney Lake School District Recreation Department is NOT responsible for lost, stolen, or damaged items brought to camp.

WEEKLY SCHEDULES

Weekly schedules are available for pick up near the sign-in/out book. Schedules will be available on Fridays for the upcoming week. Please make sure to pick up a schedule each week so you can plan accordingly for field trips, water days, art/craft days, etc.

REPORTING ABSENCES

Please notify the City of Bonney Lake/Sumner School District Recreation Department at (253) 891-6500 prior to 8:00 a.m. if your child will not be attending camp on field trip days. (Please leave a message).

FIELD TRIPS

Action Day Camp field trips are usually on Wednesdays or Thursdays (with the exception of the week of July 4th where the field trip will occur on Tuesday or Thursday). The cost of the field trips is included in your weekly camp fee. Please do not send money with your child (unless specifically noted on schedule). Please be aware that the City of Bonney Lake/Sumner-Bonney Lake School District Recreation Department and Summer Day Camp staff are NOT responsible for lost or stolen items. Campers MUST arrive 30 minutes prior to departure time on field trip days (check the weekly schedule for dates and times). We do not have alternative daycare for your child if they do not arrive on time and miss the field trip.

Camp T-shirts must be worn on every field trip. If your child arrives to camp without a camp T-shirt on a field trip day, you will need to purchase an additional shirt (\$10) if available.

MOVIES

Movies will be shown throughout the summer with ratings of G or PG. These movies will be as closely related to the weekly theme as possible.

WATER DAYS

Water days will be offered throughout the summer. All outside water activities will take place in guarded areas at community splash pools. Outdoor water day trips may be cancelled due to inclement weather. Acceptable weather conditions are a minimum temperature of 70°F, and partly cloudy to clear skies. Please provide your child with a bathing suit and towel each day water activities are scheduled. Please remember to send a plastic bag for wet items.

BUS POLICY

The bus rules have been developed to ensure the safety of your child and other children while traveling. Misbehavior on the bus may result in your camper not being permitted to attend the next field trip. Campers may be immediately dismissed if behavior threatens the safety of themselves, fellow campers, or staff.

- Campers must remain in their seats at all times and keep hands inside vehicle at all times.
- Open containers of food and drinks are not permitted on the bus. In addition, campers may not eat or drink while traveling on the bus

WHAT TO BRING AND WEAR

To ensure your camper's safety, please send them in active play clothing and shoes each day.

Children MUST wear non marking tennis shoes. No open toed or heeled shoes, flip flops or sandals. Some activities may get messy so please dress your camper with that in mind. Please bring an extra change of clothes each day.

Please Provide the Following:

- Participants should bring extra clothes suitable for a change in weather (jacket, shorts, sweatshirt, etc.).
- Please send a bag or backpack with the camper's name on it to hold camp belongings each day.
- Please be sure to apply sunscreen to your child each day **before** camp. If necessary, please send a spray type sunscreen to camp. Our staff is not permitted to apply sunscreen.
- Please mark all personal items with the child's name for easy identification. Items left at camp will be placed in 'Lost and Found' at the end of each week. Unclaimed items are donated to charity at the end of summer.
- Please bring a water bottle each day labeled with the camper's name.
- On water days, campers should bring a swimsuit, towel, sunscreen (if applicable) and a bag for wet items.

What Not to Bring:

- Please do not allow your child to bring toys and/or valuables. Our facility and staff will not be held responsible for items that become lost, broken, or stolen.
- Toy weapons and guns are not permitted.

ILLNESS AND MEDICATION INFORMATION

In the event of illness, parents must have alternative plans for childcare. Children not well enough to follow the day's routine (including outside activities) cannot attend camp. This includes, but is not limited to children with the following symptom of illness:

- Fever over 100 degrees
- Sore Throat
- Active Rash
- Discharging Eyes
- Nausea, Diarrhea, Stomach Pain
- Lice

If campers become ill during camp, a parent/guardian will be notified and asked to pick up their camper. Parents should establish an alternate plan for their camper if they are unable to pick up a sick child. Please make sure that the contact information for you and the alternatives on file are current.

CONTAGIOUS DISEASE

Parents are to inform a Day Camp Director IMMEDIATELY if their child contracts a contagious disease (including, but not limited to; ringworm, chicken pox, conjunctivitis, mumps, measles, viral infections, and lice) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious disease may not return to camp until the danger of infecting others is over. A doctor's note will be required for the child to return to camp.

ADMINISTRATION OF MEDICATION

Summer Day Camp staff is permitted to administer prescription inhalers and Epi-Pens ONLY with the authorization of a parent/guardian and physician (fill out 'Authorization to Administer Medication' form). All medication must also have doctor's authorization. Medication must be in the original container with a medication and dosage notation. **Our staff is not permitted to apply sunscreen to campers.** Parents/guardians are responsible for applying sunscreen prior to the start of each camp day. It is also recommended that you provide your camper with his/her own bottle to apply during the day.

INJURIES

Our staff will treat all minor injuries, and parents will be notified at the time of pick-up. If the staff determines that the camper should receive medical treatment, a parent/guardian will be notified immediately. Procedures will be followed based on the information included in your *Registration* and *Liability Release* form.

Emergency Procedures - In case of serious illness or injury, the following procedures will be used:

1. Administer First Aid/CPR
2. Call 911
3. Contact parent or emergency contact
4. Transport to nearest hospital (if necessary)
5. File accident/incident report
6. Follow up phone call to parent.

DISCIPLINE POLICY

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that preside over our facilities, programs, staff, and the behavior of each child.

The following procedures will be used when handling discipline situations of Action Day Camp participants:

First Incident:

A staff person will talk with the child informing them that their behavior is not appropriate and to think about their actions.

1. If the situation continues, a time-out will be issued. The child will be asked to sit out from the group for a designated amount of time not to exceed 10 minutes.
2. The child will resume play when the behavior is corrected.
3. A parent/guardian will be notified of the situation when they arrive to pick up their child.
4. A written warning will be issued and a Behavior Contract will be signed by the camper, counselor, and parent.

Second Incident:

1. One-day suspension from the program.
2. The incident will be documented on a Behavior Contract and the camper, parent, and counselor will sign and date.
3. The steps outlined above will again be followed.
4. A parent/guardian will be notified of the situation when they arrive to pick-up their child.

Third Incident:

1. A parent/guardian will be contacted and asked to pick-up their child immediately
2. The child will be expelled from the program for one week.

Fourth and FINAL:

1. A parent/guardian will be contacted and asked to pick-up their child immediately.
2. We reserve the right to dismiss a child IMMEDIATELY if we experience extreme disciplinary problems. Such problems may include, but are not limited to, fighting, physical violence towards campers or other staff, bringing weapons to camp, physically abusing or verbally threatening others, and putting themselves, other campers, or staff members in an unsafe situation. It is important to maintain the safety and cleanliness of the building. If your child damages any part of the building (i.e. puts holes in the wall, uproots trees, breaks windows, etc.), the Sumner School District reserves the right to bill parents/guardians for repair costs.
3. The fourth and final write up results in expulsion from the program for the remainder of the summer.
If expelled: No refund will be given for deposits or prepaid weeks.