



# 2024 ACTION DAY CAMP PARENT MANUAL

The City of Bonney Lake Recreation Department

**Email Address:** recreation@cobl.us

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

## OUR GOAL

Our goal is to provide a safe and fun summer camp program for children currently 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, City of Bonney Lake Recreation Department will employ qualified staff members who enjoy working with children and will be a positive influence in their lives. All staff are First Aid and CPR certified and have completed a background check.

## DAY CAMP PROGRAM ADMINISTRATION

Alex Latham, Day Camp Coordinator

Office (253) 891-6500

Email: [alexisl@citybonneylake.org](mailto:alexisl@citybonneylake.org)

## SUMMER CAMP LOCATION

Camp is for children who have completed grades K-5 during 2023-24 school year and will be held at Robert Miller Gym. All participants must have completed Kindergarten. We do not allow children who are entering 7th grade into the program.

### Grades K-5, (2023-24 school year)

Robert Miller Gymnasium

15206 Daffodil St. Ct. E, Sumner, WA 98390

## INTRODUCTION, WELCOME & COVID-19 RESPONSE

The health and wellness of our campers and our staff will be in the forefront of our minds. If a child or staff member develops signs of Covid-19 or other illness, we will separate them from others, with supervision, until the sick person is able to leave. If a staff member or child tests positive for Covid-19, all members of the infected person's group in the program may be considered a close contact. Please refer to current Tacoma-Pierce County Health Department/DOH guidelines. Please inform the office immediately if you are diagnosed with Covid-19.

## CLEANING AND DISINFECTING PROCEDURES

High touch surfaces will be sanitized regularly throughout the day by camp staff. At a minimum, hand washing will happen following check-in, after trips to the restrooms, before and after lunch and snacks, and whenever shared equipment is used. Cleaning products will meet standards established by the CDC and Tacoma/Pierce County Health Department.

## DROP-OFF/PICK-UP

An outdoor designated drive-up drop-off and pick-up area will be utilized. Staff will greet families at the drive up. Direct point of contact with parents will be limited as much as possible.

Please call the gym phone at (253) 391-0719 when you arrive for pick up. Please be prepared to show photo ID. Staff will enter your information in the sign in/out log and escort your child(ren) to your vehicle.

## CAMP OVERVIEW - 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 send an extra change of clothes each day.

## PLEASE PROVIDE THE FOLLOWING:

- Please send a bag or backpack with the camper's name on it to hold camp belongings each day.
- Participants should bring jacket or sweatshirt suitable for a change in weather.
- 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 **full** water bottle each day labeled with the camper's name.
- On water days, campers should bring a towel and a bag for any wet items.

## WHAT NOT TO BRING:

- Please do not allow your child to bring toys, electronics, cell phones 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.

## LATE PICK UP

There will be a late charge of \$10 plus a dollar per minute as of 5:31PM. At 6:00PM, police will be notified if no contact has been made to our department. Late fee payments are due at the time of pick up. Every (two) late pick-ups results in a write up. Four write-ups result in your child's expulsion from the program.

## LUNCH

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 daily. Grub Hub, UberEats, Pizza delivery, etc. are not allowed.

## SNACKS

Due to allergy concerns, we no longer provide snacks. Please send a morning and afternoon snack for your child.

## REPORTING ABSENCES

Please notify the City of Bonney Lake Recreation Department at (253) 891-6500 prior to 8:00 AM if your child is ill. Please leave a message as staff will be checking in campers.

## HEALTH ASSESSMENTS

If parents are dropping off their child(ren) for camp they are attesting that their child does not have any concerning health symptoms listed below has not had known exposure to someone with a confirmed case of Covid-19. The following questions are determined by the Washington State Department of Health. Does your child have any of the following symptoms?

1. Cough or shortness of breath
2. Fever of 99.8 or higher or has or your child had any medication to reduce fever before coming to camp this morning.
3. Sore throat
4. Chills
5. New loss of taste or smell
6. Muscle or body aches
7. Nausea, vomiting or diarrhea.
8. Congestion or runny nose (not related to allergies)
9. Unusual fatigue
10. Does anyone in your household have any of the above symptoms?
11. Has your child been in contact with anyone with a suspected or confirmed case of Covid-19?

**PLEASE DO NOT DROP OFF YOUR CHILD OFF WITH ANY OF THE ABOVE SYMPTOMS.**

## CONTAGIOUS DISEASE

Parents are to inform a Day Camp Director IMMEDIATELY if their child contracts a contagious condition, infection or parasite (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 condition 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. **Please see Covid-19 information section regarding reporting symptoms, diagnosis or contact.**

## 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 99.8 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 other emergency contacts on file are current.

## ADMINISTRATION OF MEDICATION

Summer Day Camp staff is permitted to administer Epi-Pen and inhaler medication ONLY with the authorization of a parent/guardian and physician. A Physician's order for medication will need to be provided at the time of registration (this is the same form required by your child's school. You can request a photocopy from school or request a copy from your physician). Medication must be in the original container with medication and dosage notation including expiration date. No other medication is allowed on premises.

**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 spray 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 by ambulance to nearest hospital (if necessary)
5. File accident/incident report
6. Follow up phone call to parent.

## TOILET TRAINED

All children participating in camp must be toilet trained. We do not change diapers or Pull-Ups. If an accident occurs, children must be able to change their clothes without adult assistance if a change of clothes has been provided. Otherwise, parent or guardian will need to come immediately to change camper.

## 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 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 activity/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 discussed with the camper and parent. After reviewing a disciplinary situation thoroughly, the Summer Action Day Camp staff will make all on site decisions. These decisions will be reviewed by the program coordinator and additional determinations or sanctions may occur.

### Second Incident:

1. One-day suspension from the program.
2. The incident will be documented on a Behavior Write Up and discussed with the camper and parent. The 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 five days (one week).

### Fourth and FINAL: If expelled, no refund will be given for deposits or prepaid weeks.

1. A parent/guardian will be contacted and asked to pick-up their child immediately.
2. The fourth and final write up results in expulsion from the program for the remainder of the summer.
3. We reserve the right to dismiss a child IMMEDIATELY if we experience extreme discipline problems. Such problems may include, but are not limited to, fighting, spitting, 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 City of Bonney Lake reserves the right to bill parents/guardians for repair costs.

**Parental Note:** Due to the group format of our program, we are unable to provide one on one care for any child with the exception of injuries, immediate disciplinary issues or certain personal care needs. Parents/guardians of children who require specialized one on one attention are encouraged to find an alternative program that fits their specific needs. Camp can get very loud/noisy with 40+ campers inside the building. Please consider this if your child has difficulty processing sensory triggers. The Recreation Department reserves the right to permanently excuse a child from our program at any time for behavioral reasons. To assist us, parents will need to take responsibility of helping to reinforce good behavior expectations and the importance of following directions provided by camp staff.

## **REGISTRATION – Registration hours: 9:00AM to 4:00PM**

Completed registration forms can be emailed to: [recreation@cobl.us](mailto:recreation@cobl.us) or

In person registration at Robert Miller Gym (15206 Daffodil Street Court E, Sumner)

Payments can be made by cash, check or Visa/Mastercard between 9:00AM and 4:00PM via phone (253) 891-6500 or in person at our office. Office address: 15206 Daffodil St. Ct. E, Sumner

Registration will open on March 12, 2024 for parents/guardians registering for **at least six weeks of camp**. When registering on March 12th (only) there is a prepayment discount in the amount of \$15 per week. Camp fills up quickly (limited spots available). Registration is on a first-come, first-served basis, depending on space availability.

**Registration for less than six weeks of camp or single weeks will open beginning, March 19th.**

The following items for summer camp must be completed and turned in at the time of registration:

1. Registration Form (flyer with weeks attending selected)
2. Completed and signed forms listed below (4 pages)
  - (a) Parent contact information/registration form
  - (b) Parent Manual Acknowledgement form
  - (c) Liability waiver form/Covid-19 waiver form
3. Health Care Plan and Physician's Orders for inhaler or Epi-Pen (if applicable)
4. Deposits or Tuition

## **CAMP HOURS**

Action Day Camp organized activities run Monday through Friday from 8:00 AM – 4:00 PM. Drop-off times are 7:00 – 7:45 AM and pick-up hours are 4:00 PM – 5:30 PM. Activities during drop off/pick up times consist of stations, group games, individual play, arts & crafts. Between the hours of 8:00 AM – 4:00 PM, campers will take part in organized activities based on weekly themes consisting of arts & crafts, group games, contests, science, nature, and other exciting events.

## **WEEKLY DEPOSITS**

A \$100 deposit per child, per week is required to reserve a spot. Deposits are **non-refundable** and **non-transferable**. You cannot transfer one week's deposit to another for any reason. Deposits are deducted from your weekly camp tuition. All paperwork must be complete before any payment can be accepted.

**Double check your summer vacation plans before deposits are made!**

## **PAYMENT DEADLINES**

Payments are due by 12:00 PM on Monday, **TWO WEEKS PRIOR** to the week of enrollment, (example: Week 1 payment is due June 10th). After payment deadline a \$35 late fee is applied if space is still available. If there is a balance remaining on Monday after 5:00 PM, your spot will be forfeited to the next person on the waiting list. We do not accept split payments or partial payments.

## **WEEKLY CAMP FEES**

Action Day Camp is \$220 per week (\$229 for out of district) except Week 2 is \$180 (\$189 for out of district) (due to July 4<sup>th</sup> holiday, camp runs four days this week).

We do not offer partial weeks.

## **REFUNDS**

Refund requests will only be accepted with a minimum two-week WRITTEN notice (less the \$100 deposit and a \$20 processing fee). There will **not** be a discount or a refund for days missed, t-shirts or registration fee. Deposits are not refundable.

PARENT MANUAL ACKNOWLEDGEMENT & COVID-19 ASSUMPTION OF RISK

Child's Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

By signing below, I acknowledge that I have read, understand, and agree to the contents of the 2024 Action Day Camp Parent Manual and have read, and understand the assumption of risk and waiver of liability relating to Covid-19.

By signing below I also attest that each day my child attends camp, that he/she has no concerning symptoms noted below, no one in my household has any concerning symptoms listed below, no exposure to a known positive Covid-19 case and my child(ren) **did not receive any fever reducing medication prior to drop off.**

Concerning symptoms disallowing child's participation in the program (per Washington State Department of Health guidelines):

- Cough or shortness of breath
- Fever of 99.8 or higher
- Sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea, vomiting or diarrhea
- Congestion or runny nose (not related to allergies)
- Unusual fatigue

**Participant Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups and people.

**The City of Bonney Lake** has put in place preventative measures to reduce the spread of COVID-19; however, the City of Bonney Lake **cannot guarantee** that you, your children, or any other person, will not become infected with COVID-19. Further, attending City of Bonney Lake sponsored activities could increase your risk and your child or children's risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child or children and I may be exposed to or infected by COVID-19 by attending City of Bonney Lake activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at City of Bonney Lake activities may result from the actions, omissions, or negligence of myself and others, including but not limited to City of Bonney Lake employees, volunteers, and program participants and their families.

I am over the age of 18 years old and voluntarily agree to assume all of the foregoing risks, and other risks associated with my or my child's/children's participation, and accept sole responsibility for any injury to my child or children or myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense of any kind, that I or my child or children may experience or incur in connection with my or my child's/children's attendance at, or participation in, City of Bonney Lake activities or programming. On my behalf and on behalf of my child or children, I hereby release, covenant not to sue, discharge and hold harmless the City of Bonney Lake, its officials, employees, volunteers and agents of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City of Bonney Lake, its officials, employees, volunteers and agents, whether a COVID-19 infection occurs before, during, or after participation in any City of Bonney Lake program.

I authorize any necessary emergency medical treatment that might be required for myself, or my child/children, in the event of physical injury and/or accident to myself or the child/children while participating in this activity.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Return this page with your signature to the Recreation Department

**CITY OF BONNEY LAKE RECREATION DEPARTMENT  
2024 ACTION DAY CAMP REGISTRATION**

Child's Name \_\_\_\_\_ School \_\_\_\_\_ Sex \_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
Last First

Address \_\_\_\_\_  
City Zip

Email Address: \_\_\_\_\_

Parent/Guardian _____	Authorized to Pick Up	Y ____ N ____	(Court order required if no)
Address (if different from child's) _____			
Home Phone _____	Cell Phone _____		
Employer _____	Work Phone _____		

Parent/Guardian _____	Authorized to Pick Up	Y ____ N ____	(Court order required if no)
Address (if different from child's) _____			
Home Phone _____	Cell Phone _____		
Employer _____	Work Phone _____		

**\*\*Parent or guardian not authorized to pick up (requires copy of unexpired no contact order, order terminating parental rights or equivalent court order prohibiting contact):** \_\_\_\_\_  
Either parent may add adults to their pick-up list, but it takes both parents to remove a person from the pick-up list.

**List Any Additional Persons Authorized to Pick Up Child: (Please Print)**

Name (First & Last)	Phone	Relationship
1. _____	_____	_____
2. _____	_____	_____

**Emergency Contacts Other than Parents (authorized to pick up): (Please Print)**

Name (First & Last)	Phone	Relationship
1. _____	_____	_____
2. _____	_____	_____

Does your child have emotional or physical limitations? If so, please explain: \_\_\_\_\_

Does your child have a medical condition that would exclude them from wearing a mask? Yes\* No

Does your child have any allergies or a life threatening condition? If so, please list: \_\_\_\_\_

Does your child take medication? Yes No Will they need to take this medication at camp? Yes\* No

If so, please list name and type \_\_\_\_\_

*\*You must fill out and turn in appropriate paperwork (Health Care Plan and Physicians Orders) with parent, physician and district nurse signatures before your child can attend. You must also provide unexpired medication in its original container with prescription label.*

Is your child part of an IEP or 504 Program? Yes No If so, please explain \_\_\_\_\_

# CITY OF BONNEY LAKE RECREATION DEPARTMENT LIABILITY/RELEASE FORM

Child's Name \_\_\_\_\_ Child's Name \_\_\_\_\_

## MEDICAL TREATMENT

I hereby give permission that my child may be given emergency treatment, to include First Aid and CPR by a qualified staff member. I also give permission for my child to be transported by ambulance, treated by aid car personnel and/or transported to an emergency center for treatment. In the event that I cannot be contacted, I further authorize and consent to the administration of any and all medical, dental, and surgical examinations or operations and treatment or all other related care, including the administration of drugs, tests, injuries anesthesia, and/or blood transfusions to the above named minor person that may be ordered by the physician and/or dentist in attendance at the medical center deemed necessary for emergency treatment. I hereby consent to the release of medical reports to any doctor or agency and consent to the admission of the above named minor person to the hospital. I certify that I am the parent or legal guardian of the above mentioned child and that I have authority to authorize such treatment.

## DISCRIMINATION STATEMENT

The City of Bonney Lake is mandated to report all suspected and visual signs of child abuse or neglect to the Department of Social & Health Services division of Child Protective Services.

## INSURANCE

It is the responsibility of every individual, their parent or legal guardian to provide their own accidental and health coverage while participating in all City of Bonney Lake Recreation Department programs and activities.

## PARTICIPATION AUTHORIZATION

I give permission for my child to participate in activities, off-premises neighborhood walks/scavenger hunts supervised by The City of Bonney Lake Recreation Department.

## LATE PICK UP POLICY

Any child picked up after 5:30 PM will be charged a late fee of \$10 plus a \$1 per minute. Late fees are due at the time of late pick up or before the child (ren) can attend again. A second late pick up will be given a write up; four late pick-up write ups (eight late pick-ups) will be grounds for expulsion from the program.

## SUNSCREEN POLICY

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.

## RULES/REGULATIONS

All participants must abide by the City of Bonney Lake Recreation Department policies and procedures. No swearing, hitting, kicking, pushing, shoving, spitting, or teasing/bullying. If there is a behavior issue, there will be an (age-appropriate) time-out from activities, and the child will discuss their behavior with the staff and determine why there is an issue. When further disciplinary action is required, the staff will follow the disciplinary policy:

1. First Written Warning: A written warning form will be discussed with parent, child, and staff and recorded in a notebook. Alternate behaviors and problem solving will be discussed.
2. Second Written Warning: One-day suspension. Parent and staff will discuss how to prevent the problem from recurring and develop a behavior contract for the child.
3. Third Warning: Child is expelled from the program for one week.
4. Fourth and Final Written Warning: Expulsion for the remainder of the summer.

### Parental Note

The Recreation Department reserves the right to permanently excuse a child from our program at any time for behavioral reasons.

To assist us, parents will need to take responsibility to help reinforce good behavior.

## PAYMENT POLICY

Payment balances must be made by 12:00 PM on Monday, two weeks PRIOR to the week of enrollment. If a remaining balance is due after 12:00 PM, your spot will be forfeited to the next person on the waiting list. There is a \$35 late fee for any payments made after 12:00 PM on Monday, two weeks PRIOR to the week of enrollment if space is still available. Payments are accepted in the form of credit card (Master Card or Visa).

## CREDIT/REFUND POLICY

Refund requests will only be accepted with a minimum two-week WRITTEN notice (less the \$100 deposit and a \$20 processing fee). There will **not** be a discount or a refund for days missed. Weekly deposits cannot be refunded, credited, or transferred to another week.

**By signing below, I attest that I have read and understand all sections within the Action Day Camp Parent Manual. I am aware that I will be held accountable for each section set forth and will contact day camp coordinator or site director if any questions arise regarding the policies and procedures.**

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

By signing the above, I hereby waive and release any and all rights and claims that may be had or might arise against the City of Bonney Lake Recreation Department, rental agencies, agents, or representatives for any and all losses suffered while competing in or in connection with the programs sponsored or co-sponsored by City of Bonney Lake. The City of Bonney Lake Recreation Department is not responsible for any articles lost or stolen. I also allow photographs to be taken during Recreation activities to be used in the promotion of future Recreation programs.