



SHAKER
HEIGHTS



2019 Summer Camp Parent Handbook

Shaker Heights Recreation Department
shakeronline.com | facebook.com/shakerrec

CITY OF SHAKER HEIGHTS RECREATION DEPARTMENT

ZERO TOLERANCE POLICY

To ensure a safe, enjoyable and positive experience for all who use the City's recreational facilities, including ice arena, outdoor/indoor pool, parks, fields and playgrounds, the following policy is in effect and fully enforceable by the City of Shaker Heights Recreation staff.

This policy addresses inappropriate or disruptive behavior that interferes with the pleasure and peaceful atmosphere at all City recreational facilities by parents, participants, officials, spectators and employees. The City will ensure the most supportive climate for residents of Shaker Heights so they can enjoy their sport or activity.

The focus of this policy is on inappropriate or disruptive behavior which is not allowed or tolerated on the grounds or in the City recreational facilities, fields, pool or parks, playgrounds.

The following behaviors will not be accepted or tolerated:

1. Verbal assaults using loud, obscene or vulgar language in a combative or confrontational manner.
2. Threats and attempts to intimidate individuals, coaches, officials, lifeguards, employees or guests.
3. Throwing of articles in a deliberate or aggressive manner.
4. Physical striking of another individual.
5. Attempts to goad or incite violence in others.
6. Vandalism to City or school property.
7. Racial or ethnic slurs.
8. Lewd or lascivious sexual behavior.
9. Theft of property.
10. Possession of weapons.
11. Drug or alcohol abuse.

Individuals who engage in any of the above behaviors will be subject to ***immediate ejection from the property or facility and a mandatory suspension*** from all City properties and facilities for a period of time ***not less than two months*** with forfeiture of all fees and/or pool passes. Two months is a minimum period only and may be extended by the Director of Recreation.

Incidents of violence, theft, vandalism, lewd and lascivious sexual behaviors, and drug/alcohol use and weapon possession will be reported to the Shaker Heights Police Department immediately and criminal charges may follow.

There will be no reconsideration by the City with respect to the length of a suspension or prohibition. Where new information is available, a suspended individual **may** request reconsideration of the facts on which the suspension is based. Such request must be made to the Director of Recreation, who will consider the new information and make a decision. **ALL SUCH DECISIONS OF THE DIRECTOR ARE FINAL.**

In the case of vandalism, not only will the individual(s) responsible be subject to suspension as outlined above, but will be required to reimburse the City for the cost of repair.

Parent's Signature

(Print Children's names)

Date



SUMMER CAMP PARENT HANDBOOK

Welcome to the City of Shaker Heights Recreation Department's Summer Camp and specialty camps program. We are delighted to have a part in your child's summer fun and are looking forward to a happy, safe and stimulating summer with something of value for your child.

This handbook was prepared to help acquaint you with the framework under which we operate and to answer your questions. You, the parent, are an integral part of summer camp programs. Your suggestions and concerns are vital to us. Our Camp Coordinators are available to address your concerns and to assist you with your child's needs. Please contact Customer Service, 216-491-1295 to be directed to the correct person.

GOAL & OBJECTIVE

The goal of the Recreation Department Summer Day Camps is to offer children fun and diverse activities. It is intended to meet the needs of the community youth who desire extended learning and summer leisure experiences. Our objectives are to

- Help the child grow personally
- Develop specific skills
- Make sure all campers have fun
- Provide a safe environment

REGISTRATION & PAYMENT PROCEDURES

Enrollments in the summer camps are open to any resident of Shaker Heights or nonresident. It is unlawful for the Recreation Department to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

All camps can be registered for online at <https://etrak-plus.com/prod2/portal?org=80>. All camp fees must be paid in full at the time of registration. Please make sure all phone numbers are correct in case of emergency.

Methods of Payment

Payments may be made by credit card (Visa/ MC/Discover), cash, check or money order payable to the City of Shaker Heights. Payments must be made at time of registration.

REFUND POLICY

Refunds are available for classes or program registration cancellations by registrants up to 3 business days prior to the first class meeting. A refund claim form must be completed. Forms can be obtained at the Main Office in Thornton Park, the Stephanie Tubbs Jones Community Building, or online at www.shakeronline.com. A \$10 processing fee will be deducted from the refund with the following exceptions: \$5 - 50+ program \$25 - Camps \$25 - School Age Care.

A Recreation Department computer credit is available for all refunds with no processing fee deducted. A credit will be issued in the event of a class cancellation due to insufficient enrollment. If a refund is preferred due to cancellation, please contact Brandon Bowling at 216-491-2579. Please allow 3-4 weeks for refunds to be processed. Returned check service fee is \$15.

GENERAL INFORMATION

BICYCLES

Campers may ride their bikes to camp providing he/she has a strong lock and does not ride the bike during camp hours. The Shaker Heights Recreation Department will not assume responsibility for theft or damage. Bikes, scooters, skateboards, rollerblades and skates of all types are not to be ridden in any building.

ATTIRE

Each child should wear comfortable play clothing each day. Tennis shoes should be worn in the gyms. A swimsuit and towel will be needed for swimming. Each child will be given a camp T-shirt. Please have your child wear it on field trip days so that your camper may be easily seen and identified. All extra clothing sent with the child should be marked with the child's name. The City of Shaker Heights Recreation Department is not responsible for lost or stolen items.

LUNCH

Summer Camps do not offer a lunch program, unless otherwise indicated. You are to provide your child with a balanced and nutritious lunch with a beverage daily. Lunches should be well wrapped and clearly marked. We suggest lunches be brought in an insulated lunch sack. Remember, the warm weather with no refrigeration can cause some types of food to spoil quickly. Please send additional water and/or water jugs. For sports specialty camps please send an additional snack.

FIELD TRIPS

Field trips will be offered every other week for traditional camp only. The field trip cost is included in your camp fees. All children enrolled in camp will be attending the field trips. There will be no staff left at the sites on field trip day. Please make sure your child is at camp 30 minutes prior to the departure for the field trip so he/she will not be left behind. All camp counselors will be assigned to campers according to grade levels and 1:15 ratio.

CAMPS INFORMATION

SPORTS SPECIALTY CAMPS

Sport specialty camps offer one week opportunities for campers of a wide variety. See camp brochure for appropriate ages. Before and after care camps are available at the Shaker Middle School location.

ENRICHMENT SPECIALTY CAMPS

Specific information pertaining to any of these camps, which is not included in the Recreation Camp brochure, will be communicated on the first day.

TRADITIONAL SUMMER CAMP

Traditional Summer Camp is held at the Middle School and Woodbury. For grades K-2 each day brings a wide range of activities, including arts and crafts, nature related programs, indoor/outdoor games, swimming, reading, and field trips. Special themes will be incorporated into the curriculum.

Grades 3-5 will have exciting activities to choose from. These campers will make their own schedule. They can choose from conventional sports or challenging STEAM activities.

Camp Quest for grades 6-8 offers creative STEAM programming coupled with thrilling adventures and even more fun in the sun. From criminal investigation to imaginative digital arts creations, campers have a choice of their activities from day to day.

Camp hours are 9 am – 3 pm daily unless your child is enrolled in before and/or after camp care. Any camper arriving prior to 8:50 am or remaining after 3:10 pm must be registered for before and/or after care. You must notify the Camp Director if you are planning to arrive later than 9 am or need to leave camp early. If your child is to leave camp early, pick him/her up after signing him/her out and notifying the director. Under no circumstances will a child be dismissed early without direct parent written confirmation. A child may be suspended or dismissed for leaving campgrounds without permission. Please notify the Camp Director responsible for your camp when your child will not attend.

BEFORE/AFTER CARE

For an additional charge, parents may take advantage of supervised before and/or after camp care at Woodbury and the Middle School depending on

which camp your child attends. Upon registration, please indicate whether your child will be participating. Children may be dropped off as early as 7 am and picked up as late as 6 pm. A fee is charged for every 15 minutes or portion of 15 minutes that a child is picked up late. Habitual lateness may result in the loss of services.

- For the first three (3) occurrences a late fee of \$5 is charged for each 15 minutes (or portion of 15 minutes) that a child is cared for after session hours. After 15 minutes and the child has still been not picked up, the charge is \$1/minute.
- After three (3) occurrences the Shaker Heights Recreation Camp program has the right to discontinue service.
- Late pick up forms need to be signed at pick up and given to staff.

MEDICATION

Prescription medication: Parents or guardians must sign the Medical Waiver Sheet choosing whether the child will self-administer, or if the request is for staff to administer. Generally, camp staff does not administer medication as there is not a nurse available. One exception to this policy is an Epipen or similar medication, which can be administered by a camp director with written instructions from the physician. Other request for staff to administer will be considered. A child can self-administer under the supervision of a staff person with written permission from the parent or guardian. All prescription medications to be self-administered require written instructions from a physician. All medication must be in the original labeled container and have a valid expiration date. Prescription medication must have the pharmacy label containing the child's name, dosage, and times to be administered. All medication must be given to SAC staff prior to use by the child.

First Aid: Cuts, scrapes and/or bruises will be treated with an ice pack and a Band-Aid unless parent or guardian signs the Medical Waiver sheet releasing permission to apply topical anti-bacterial ointment.

STAFF

Great care has been taken to select experienced, positive, dedicated people to serve as camp staff for the Shaker Heights Recreation Department. All staff is fingerprinted and a criminal background check is completed. Staff receives an intensive week of training in curriculum development, group organization, behavior management, arts and crafts and nature activities. Weekly staff meetings are held to share ideas and plan activities.

POLICIES AND PROCEDURES

CONDUCT POLICY

It is our intent that each child enjoys the activities planned, by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline that we are here to help him/her and to know that we want him/her to succeed.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. The following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant in the Shaker Heights Recreation Department's Camp Program. In accordance with the severity of the infraction and the number of times the infraction occurs, a child may (a) lose the privilege of participation in a specific activity; (b) be denied field trip privileges; (c) be suspended from the program; or (d) be permanently prohibited from the program for:

- Intentionally and repeatedly going to unauthorized areas of the school facility or leaving the school premises without permission.
- Repeatedly using foul language, being rude and discourteous to staff/peers and/or hitting staff/peers.
- Refusal to participate in activities, inappropriate displays of affection or disobeying staff.
- Defacing school property, or defacing facilities during field trips.
- Stealing or defacing other's property.

DISCIPLINE POLICY

The curriculum of the Shaker Heights Recreation Department Camp Program is planned to promote positive and fun learning experiences for the child and positive interaction between adults and children. Our goal is to help each child develop a feeling of positive self-worth and competence. Clear rules for behavior and clear directions for compliance shall be established and positive reinforcement given for compliance. All adults in the site will convey an attitude of firmness with kindness, stating expectations for children's behavior.

Specific Program Rules

- Keep hands and feet to oneself
- Follow directions the first time given by staff
- Show respect for others
- Respect property and equipment

Specific strategies for discipline and guidance at the site include:

1. Emphasizing positive behavior. Rewarding appropriate behavior that complies with the site's rules and standards.
2. Using redirection and diversion rather than negative reinforcement. The uncooperative child shall be redirected to another activity. An entire activity may be redirected when necessary.
3. Changing the learning environment when it interferes with positive behavior. Trained staff will foresee and forestall problems.
4. Setting clear, consistent and reasonable limits and establishing procedures for following through on enforcing the limits.
5. Avoiding negatives. Stating rules and direction for guidance in a positive way. Threats or bribes will never be used.
6. Stating the causes and effects of behavior and the possible consequences.
7. When a child's negative behavior involves frequent hitting, pushing or harm to himself or other children, or to equipment, the child shall be removed from the scene and parents will be called immediately to pick up the child.
8. Parents will be informed of inappropriate behavior (as described in #7) and disciplinary measures will be used at the time. We do not recommend additional discipline by parents for infraction of site rules.

Disciplinary Actions

- First Incident - Verbal Communication. If a student is acting out in summer camp, it is important to give him/her the opportunity to correct his own behavior. If a child is being excessively rude or disruptive, a privilege is taken away or a "time out" from the activity is given. In this event, the camp staff will share concerns with the parent/guardian.
- Second Incident – Documentation. When concerns arise multiple times, the child has chronic behavior problems and/or causing harm to self, fellow students, camp staff or school property, camp staff will document the behavior on an Incident Report and submit it to the Camp Coordinator. The Coordinator will call home and speak to the parent. Once speaking to the parent/guardian about the incident, a letter stating the behavior and a written warning will be sent home.
- Third Incident - Parent Conferences. Parents/guardians are encouraged to work with camp staff and Camp Coordinator in managing behavior. We welcome any suggestions and/or techniques as to how to deal effectively with your child.
- Fourth Incident - Suspension/Expulsion from Program. The City of Shaker Heights Summer Camp Program reserves the right to remove any child from enrollment for behavior. If the behavior has not been corrected or showed signs of improvement following the first three steps, the Camp Coordinator will suspend or expel the child's enrollment from summer camp programs. Written documentation of this will be sent home and placed in child's records.

SAFETY & EMERGENCY POLICIES

1. All staff will review the camps program's safety policies during the training prior to camp start dates.
2. No child will be left alone or unsupervised in the camp program.
3. Children will be checked in upon arrival in the morning and checked out on a tablet upon departure from camp. A staff member must be made aware of the child's departure from camp. **(Notify camp director in writing if child will be walking home, being picked up by someone other than the parent or going home with a friend.)**
4. Day camp has immediate access to a telephone during the day.
5. A first aid kit and staff members trained in CPR and first aid will accompany all groups on field trips.
6. All campers must wear camp T-shirt on field trip days.
7. Swimming pool guidelines:
 - Certified lifeguards are on duty at all times.
 - Camp staff will accompany the children to and from the pool, attend the children in the locker rooms and will be present during the swim period.
 - When using the swimming pool, no child will be left unsupervised.
 - During off site activities, staff will not provide zone coverage for campers. Campers will be placed in age specific groups and receive individual attention from assigned counselors.

In the event of an emergency creating a need for medical or dental attention, the following procedures will be followed:

- If immediate emergency treatment is indicated, the camp director will contact the rescue squad to bring the emergency equipment.
- If a minor accident or illness occurs, staff certified in first aid will administer the necessary first aid and the parent will be contacted.
- Minor injuries are reported at the end of the day.
- If the parents cannot be reached and a doctor's services are necessary, the staff will obtain the necessary medical treatment from the child's source of health care listed on the emergency form. Additional emergency phone numbers provided by the parent will be contacted.
- If you are informed of an ill child, you must pick up the youngster within the hour.
- All accidents will be recorded on a Patron Injury Report Form and reported to the Director of Recreation.

TRANSPORTATION PROCEDURES/POLICIES

There will be no daily transportation provided for campers. It is the responsibility of the parent to drop off the child at his/her camp and check in/out camper upon arrival and departure. Parents dropping off their camper(s) must bring their child into the building each day. Children can be released only to those individuals designated as authorized pick-up people. This also applies for before/after camp care. If someone else other than the parent or authorized person picks the child up written permission from the parents must be given and proper identification must be shown. A picture ID is required.

Children will be transported to and from field trips and are expected to abide by the rules set up for safety purposes. The following rules are to be followed and reviewed often with your child:

1. Campers should enter the bus/van in a single file and take a seat immediately and stay seated.
2. Campers should keep heads, hands, arms, clothing and equipment inside the bus/van at all times. Failure to obey this rule may result in various accidents.
3. Campers should never throw anything inside or outside the bus/van.
4. Campers are not permitted to eat or drink on the bus/van.
5. Campers should not open windows without the driver's permission.
6. Campers should not tamper with the safety devices on the bus/van or destroy or deface any portion of the vehicle.
7. Campers are responsible to show their best conduct. No rough play, loud talking, abusive language or bothering others will be tolerated. Failure to obey this rule can result in removal from the program.

Counselors will ride on the bus/van with the campers. Proper behavior must be maintained at all times. Pushing, shoving, rowdiness and abusive language are prohibited.

Late arrival could cause the camper to miss a field trip or planned activity. Field trips are scheduled and timeliness is important. Buses will not wait for late arrivals.

Child Care Medication Authorization Form - Prescription Medication

Name of Child: _____ D.O.B.: _____ Today's Date: _____

Name of Medication: _____

Prescribing Health Care Provider: _____ Phone: _____

Reason for Medication (optional): _____

Dose: _____ Time/Frequency: _____

Route: Topical Inhaled Epi-Pen Injection

Check one: Child will self-administer in presence of adult Staff to administer to child

Date to Start: _____ Date to Stop: _____ Expiration: _____

Additional Instructions/Comments:

Known side effects: _____

I authorize (camp registered at) _____ personnel to administer the medication to my child as stated above. I release and agree to hold the City of Shaker Heights, its officials, and its employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Parent/guardian printed name: _____ **Date signed:** _____

Parent/guardian signature: _____

Return of Medication to Parent/Guardian:

Return Date: _____ Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____