

# *DISCOVERY DAY CAMP HANDBOOK*

## *School Year 2009-2010*

### Important Phone Numbers:

Youth Services Manager, Debbie Thomas: 885-8461, ext. 18

Youth Services Coordinator, Penny Gray: 885-8461, ext. 22

Day Camp modular: 889-5619

Customer Service: 885-8461, ext. 0

### Philosophy Statement:

We believe every child has the right to grow and develop in a safe, supportive environment where each person is valued for his or her own unique qualities and differences.

### Purpose:

Discovery Day Camp provides age appropriate enrichments and recreational activities in a safe, nurturing environment while helping children to develop positive self esteem and positive relationships with peers and key adults.

### AGE OF CHILDREN

Discovery Day Camp is available for children enrolled in kindergarten through sixth grade.

### DATES OF OPERATION:

Discovery Day Camp will be available at Recreation Park for the following days for the 2009-2010 school year:

October 21 AUSD Teacher inservice

November 16 AUSD Teacher inserivce

Thanksgiving Break: November 23, 24, 25

Winter Break: December 18, 21, 22, 23, 28, 29, 30, 31, Jan. 4

February 22: Washington's Birthday

Spring Break: March 26, 29, 30, 31, April 1, 2, 5

We do not operate during severe weather, loss of electricity or on snow days.

*Summer Day Camp begins Monday, June 14 (separate registration & fee required)*

### REGISTRATION & FEES

The daily fee is \$28.00 per child, paid in advance. The daily drop-in fee (if space is available) is \$30.00 per child. There is no half-day rate. There is a \$20 per family registration fee for children not currently enrolled in Discovery Club for the 09-10 school year. It does not include Summer Day Camp. We encourage parents to contract early to reserve the days. We occasionally close enrollment. No refund or credit is given for contracted days that are not used except with a doctor's note that states the dates they may not attend. Parents must contract for specific days and may not change the days once the session has begun. Any changes in dates must be approved prior to the start of the session, and is based on availability.

### LOCATION:

Day Camp is located at the Day Camp modulars at Recreation Park near Beggs field. We do not operate at the school sites when school is not in session. If for any reason we must relocate, we will move to the Main Building Craft Room and/or gymnasium and a note will be posted on the modular door.

### OPERATING HOURS

Operating hours are between 7:00 a.m. and 5:30 p.m, with a grace period until 6:00. There is a \$1.00 per minute late fee beginning at 6:01 p.m. by the site clock. Late pick-up fees must be made at the time of pick-up or by closing the following business day with a completed payment voucher. Non-payment of late fees will interrupt service. If we cannot reach a responsible party or have contact from the parent/authorized representative by 6:30 p.m., we will call Child Protective Services.

### SIGN-IN AND SIGN-OUT

Day Camp opens at 7:00 a.m. Children are not admitted to enter the building before that time. Full signatures and times are required for sign-in and out. We do not allow children to sign themselves in or out of Day Camp. Do not drop-off your child at the curb, or take them from the facility without following our sign-out procedures and receiving a pass to present to staff. Sign-in and out is always at Day Camp Modular 2 except in the event of a temporary relocation, at which time there will be notification on the modular door. Photo I.D. is required at pick-up, and children will be released only to individuals listed on the registration form. You may make changes to the approved pick-up list on our registration form at any time. If someone other than a parent is picking up, please give a note to the Director at the time of sign-in.

Please allow 15 minutes for pick-up. We use the entire park and children may be in transition when you arrive. After signing out, you will receive a pass to present to staff and will be directed to your child's group. You may not pick up your children from their groups until you have presented I.D. in Modular 2 and signed out properly. Parents who do not cooperate with our pick-up policy will lose service.

## PAYMENT PROCEDURES

Payments must be received prior to Day Camp use.

For your convenience, payments may be made:

- By check at Customer Service at 123 Recreation Drive during normal business hours. If the office is closed, payments may be left in the drop-slot, enclosed in an envelope with a completed Discovery Day Camp voucher. Payments may not be left in the drop-slot after close of the last business day before a session. After that time, contracts must be approved by a Director at the modulars for space availability. We are not responsible for cash left in the drop-slot
- By check at the Day Camp modular before 10:00 a.m. on a day camp day. Payments of cash or credit must be made in the Customer Service office.
- By mail. Payments must be received (not postmarked) with a payment voucher by the close of the last business day prior to the Day Camp session.
- Payments received after closing of the last business day before a session will be considered drop-in and will be charged \$2.00 extra per day per child and subject to space availability. This includes mailed payments, payments left in the drop-slot, days added after initially contracting for the session and late payments made at Customer Service or Day Camp.
- By credit card and fax to Customer Service during normal business hours, with a completed Discovery Day Camp payment voucher and credit card authorization. *Please call prior to faxing your payment.*
- Payment vouchers are required for all payments and are available at the after school sites, Customer Service, the Day Camp modular and on-line at [www.auburnrec.com](http://www.auburnrec.com).
- Payments for Discovery Day Camp are not accepted at the Discovery Club sites.

**DROP-IN:** *Drop-in payments must be received at the time of sign-in.*

Any payments made after the closing of the last business day before the session are considered drop-in. Please call ahead after 9:00 a.m. if you wish to drop-in your child to check space availability. Any days added to the original contract after the session has begun will be considered drop-in.

NSF checks will result in a \$30 charge, loss of service and will prevent registration in any other Auburn Parks and Recreation programs until the account is cleared.

Requests for split payments (as a result of custody issues) must be approved in advance by the Youth Services Manager and may be denied if payments are not made in a timely and cooperative manner. If the account is not kept current, regardless of which parent is responsible for the payment, service will be terminated.

### SUBSIDIZED CARE

Auburn Area Recreation & Parks District does not subsidize any child care at Discovery Day Camp. However, we do work with groups such as P.C.O.E. and Child Action, which may contract directly with us for payment of child care. Parents receiving subsidized care must also complete our registration packet each year, and turn in contract vouchers. Failure to fulfill the parental responsibilities agreed upon for payment may result in termination from the program. Any fees not paid by the subsidized care organization will become the responsibility of the parent. Know your subsidy guidelines. PCOE parents must call in absences in advance, sign in and out with full signatures and record the proper times at the time of drop-off and pick-up.

### PROGRAM INFORMATION

Day Camp is an active program for children enrolled in kindergarten through sixth grade. Our activities may incorporate the entire park, gym and playground areas. Children must be responsible to remain with the group at all times, and be physically able to traverse uneven terrain. The program offers sports and recreation, theme/educational activities, crafts, cooking and fun opportunities for personal growth and new friendships. In the event of a field trip, parents will be notified in advance and will be notified of any field trip fees at the time of sign-up.

### PERSONAL BELONGINGS

Cell phones, video or other recording devices are not allowed at Day Camp, for the privacy of all children. If a child needs to contact a parent, they should alert a counselor. All personal belongings must be labeled. We are not responsible for lost, stolen or broken items. Please leave valuables at home. Children may bring Gameboys or other handheld games, and grades 3-6 may bring CD players and iPods to enjoy at specified times in our day's schedule. CDs/iPods may not be shared, and no offensive subject matter or violent/offensive lyrics are allowed. Children may lose these privileges if the guidelines for usage are not followed. Trading cards are not allowed.

As at school, children must wear shoes at all times, and all shoes must have heel straps (no flip flops). Children are to dress modestly with no visible underclothing, revealing or gang-related/violent items or logos.

### SNACKS

Morning and afternoon snacks are provided, however, parents must provide lunch, including drinks and plastic utensils, if needed. Children may bring their own snacks, if desired (morning snack must be healthy-no chips, cookies, etc.). There is no microwave or refrigeration available. Parents are responsible to alert staff to any allergies and provide epipens, if necessary.

### VIDEOS

Videos are shown occasionally on rainy days or when exploring a theme. We have several "PG" videos, but we do not show videos rated for sexual content or crude humor. If you prefer that your child not watch "PG" rated videos, please alert the staff and an alternative activity will be offered.

## MEDICATIONS

In order for staff to administer medication, a signed permission form must be completed by the parent/guardian in advance and any medication must be in its original container accompanied by a doctor's note. This also applies to daily medications for allergies and other conditions. A "Nebulizer Care Consent" form must be completed and signed by the parent and all staff who administer this medication prior to use (if applicable). Over the counter medicines (cough syrup, Children's Tylenol, etc.) also require a signed permission form from the parent noting times and dosages and must be stored in the original containers. Children are not allowed to keep medications in their pockets, backpacks, or lunch boxes. All medications including over the counter medicines and/or prescriptions, must be given to the Director upon arrival at Discovery Day Camp, and it is the parent's responsibility to pick up the medication at the end of the day.

## MEDICAL POLICY/PLAN

Children who become ill and are diagnosed with H1N1 must have a doctor's note to return to Day Camp. Children who show signs of illness at the time of arrival will not be admitted to Discovery Day Camp. Children recently exposed to or having shown signs of infectious illness will be inspected for illness before being allowed to return. A child who exhibits signs of illness while in our care will be moved to a sick area and a parent will be called. Sick children must be picked up within the hour. Children with pink-eye (conjunctivitis), scabies, lice, impetigo, chicken pox, fever diarrhea, nausea, severe runny nose, hacking cough or other contagious illnesses or conditions must be symptom-free for 24 hours before returning to Discovery Day Camp and/or have a doctor's note releasing them to return. Credit will be given for days missed only if a doctor's note is presented stating specific days the child may not attend.

If a child receives a serious injury while at Discovery Day Camp, emergency personnel will be immediately called, as authorized by the signed "Agreement, Waiver and Release" required for enrollment. *It is vital that a contact person be available at all times during the child's contracted care with us.* If a child receives a non-life threatening injury, we will first attempt to reach a parent/guardian. If unable to reach a parent/guardian, we will then call individuals listed on the emergency contact list. If no contact is made, we may contact the child's doctor (or dentist in a dental emergency) for direction. Minor injuries, such as skinned knees, will receive first aid and a note will be placed in the child's sign-out to alert the parent.

## ALLERGIES

Please alert staff to any allergies your child may have. If your child has severe allergies, you may wish to provide an epipen. The parent is responsible to monitor the expiration date on epipens and provide new ones when necessary. Snack schedules are listed on the parent board, and parents may provide alternative snacks if desired. A child will not be served a food to which the child's record indicates he/she has an allergy.

## BEHAVIOR EXPECTATIONS

We strive to make Day Camp a safe, fun experience for each child. Children are expected to be respectful to staff, other campers and property at all times. Improper language/gestures are not tolerated. Children who have difficulty observing our rules, or who do not get along with others will receive a “yellow card” to alert the parent. An accumulation of yellow cards will result in suspension. Serious or repeated infractions could result in termination from the program. At any time, a child exhibiting behavior of a dangerous, destructive or seriously offensive nature toward the children or the staff will result in immediate suspension and the parent must pick up the child within the hour.

Children are never forced to participate in planned activities. However, we do encourage them to try new experiences. For example, a child who is uncomfortable competing may enjoy keeping score or leading cheers. A variety of choices will be offered wherever possible.

## FIELD TRIPS

Parents will be notified well in advance of any field trips, and no additional permission forms will be provided. (See “Agreement, Waiver and Release”) Field trips may be walking trips, or travel by Auburn Transit or school buses. Children are never transported in private vehicles. Staff will accompany children on all buses. Due to time constraints, field trips are usually scheduled on minimum days.

### *SPECIAL NOTE:*

We try to be sensitive to the needs of parents and children who are in the midst of custody issues. However, we will not tolerate any disruption of our program, and insist that disagreements be handled away from Discovery Day Camp, or risk having service terminated. Parents must provide Discovery Day Camp with current restraining orders.

If parents share joint legal and physical custody, both parents must be listed on the registration paperwork. We ask that parents respect their court-appointed custody agreements and not place our staff—or their children—in a difficult situation by coming when not expected.

Requests for split payments (due to custody issues) must be approved in advance by the Director. Any change in policy regarding this issue will give a 30-day notice. The parent registering the child is ultimately responsible for payment.

## SPECIAL PROJECTS

Occasionally we provide opportunities for our children to give back to the community in the form of fund-raisers or service projects. These are completely optional and no discrimination will result if a child is unable or unwilling to participate.

*We have a great program planned at Discovery Day Camp this year! If you have any concerns or suggestions, please feel free to share these with your Day Camp Director.*

# Auburn Recreation District Discovery Club/Day Camp

## Agreement, Waiver & Release

In consideration for being permitted by Auburn Area Recreation and Park District (ARD) to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which may have, or which may hereafter accrue to me as a result of participation in said activity. This release is intended to discharge in advance ARD (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of my death or any injury or property damage that I may sustain while participating in said activity.

**PARENTAL CONSENT:** (To be completed and signed by parent/guardian if applicant is under 18 years of age.) I hereby consent that my son/daughter, \_\_\_\_\_, participate in the above activity, and I hereby execute the above Agreement, Waiver and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or any injury or property damage that said minor may sustain while participating in said activity.

**I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER & RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND AUBURN AREA PARK AND RECREATION DISTRICT, AND I SIGN IF OF MY FREE WILL.**

Name: (print) \_\_\_\_\_

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

I agree that in the event that said minor requires medical treatment while under the supervision of ARD's recreational personnel in connection with described activity, such supervisor may authorize treatment.

Name: (print) \_\_\_\_\_

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



**DISCOVERY DAY CAMP 2009-2010**  
Auburn Area Recreation & Parks District

School: \_\_\_\_\_

Child's Name (Last, first)	Sex	Grade	age/birthday	allergies/conditions
#1				
#2				
#3				

Mother:	Father:
Work #:	Work #:
Cell #:	Cell #:
Home #:	Home #:
address:	address:
Email:(optional)	Email:(optional)
CDL:	CDL:

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_ Insurance: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_ Med. Ins. \_\_\_\_\_ # \_\_\_\_\_

Please list 3 additional emergency contacts **PHOTO I.D. REQUIRED AT PICK-UP**

Name	Phone	Relationship

We cannot release a child to anyone who is not listed on this form. If we are unable to contact you in case of emergency or if the child is not picked up by 6:00 pm, we will try to contact someone listed above.

**If we cannot reach a responsible party or have no contact from you by 6:30, we will contact Child Protective Services.**

<b>Severe allergy:</b> <b>Epipen: YES NO</b>	<b>Medications taken daily:</b>
<b>Restraining order: YES NO (attach)</b> <b>My child may be photographed: YES NO</b>  Reg. Fee receipted by:  Date:	<b>Custodial parent: _____</b> <b>Shared legal custody: YES NO</b> <b>If no, parent with sole legal custody:</b>  <b>FAMILY PASSWORD:</b>

**Both parents must be listed in cases of shared legal/physical custody**

**\$20 registration fee applies to families not currently enrolled in Discovery Club**

**SCHOOL DAY CAMP VOUCHER****\$28 per day, \$30 drop-in/added days****MONTH:** \_\_\_\_\_**CHILD:** \_\_\_\_\_**PARENT:** \_\_\_\_\_ days contracted

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31					

**Total Amt. Paid: \$** \_\_\_\_\_**OFFICE USE ONLY**

Date: \_\_\_\_\_

Receipt#: \_\_\_\_\_

By: \_\_\_\_\_

Cash/CA/CC/Check#: \_\_\_\_\_