

Summer Camp 2011

DOWN ON THE FARM

Parent Information



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PARKS & RECREATION

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What I Need to Know About WCPR's Summer Camp Program

General Information

*What are the dates and times of camp?

Summer Camp is a 7 week program operating from June 6th to July 22nd. Camp hours are from 7:30a.m. to 5:30p.m. Children are **NOT** to be dropped off before 7:30a.m. and **MUST** be picked up by 5:30p.m. Children may be dropped off and picked up at any time during the course of a regular day at camp. The only time they would need to be at camp by a specific time is on a Field Trip day (see schedule on the back page). Please be aware that **camp will be CLOSED Monday, July 4th** (Government Observance for the Fourth of July Holiday). **Also be aware that the last day of the camp program is Friday, July 22nd.**

*What should my child wear or not wear to camp?

Children should wear comfortable clothing to camp, such as t-shirts and shorts. Clothes should be “camp” appropriate and should not be physically revealing or contain inappropriate language or graphics. **Children are required to wear SOCKS and TENNIS SHOES.** Due to many outside games and activities, we request that **NO sandals or “flip flops”** be worn (*with the exception of swim/water days*). **If children do not have the proper shoes, they may be required to “sit out” games and activities for safety reasons.**

*What's for Lunch and/or Snack?

Children will need to bring a lunch and a drink every day to camp. We typically **DO NOT** have access to refrigeration, therefore all lunches should be packed in lunch boxes or coolers (with ice packs, if needed) and should be labeled with your child's name. Lunch may be provided on specific field trips or special occasions at camp. You will have sufficient notice prior to these occasions. Lunch will typically take place each day from 11:30a.m. until 12:00noon. **Children will also need to bring an extra snack and drink for afternoons during snack time,** which typically takes place around 2:30p.m. to 3:00p.m. each day.

*What should my child bring or not bring to camp?

Children bring many similar items to camp. **Please have your child's name on all items they may bring** - *Examples:* lunch boxes, camp t-shirts, backpacks, towels, sunscreen bottles, etc. Occasionally your child may be asked to bring something special for “show-n-tell” types of activities. Please do not send anything breakable or of great value. If children bring books for story time or videos or DVD's to share with the group during movie time in the afternoons, please make sure that their name is printed clearly on the item, so that they can be returned to your child. The WCPRD is NOT responsible for personal items brought to camp, for example: toys, books, puzzles, floats, goggles, etc.

GAMEBOYS OR HANDHELD COMPUTER GAMES AS WELL AS CELL PHONES MAY NOT BE BROUGHT TO CAMP.

*What if my child requires special accommodations?

The Summer Camp Program is available for all children who meet the age and eligibility requirements, who can function in a high paced, group setting without individualized attention (ratio: 1 staff person per every 10 kids). Participants **MUST** be able to understand and comply with the behavior management policy. If your child requires special accommodations, please bring it to our attention immediately.

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**What if my child requires medication?*

ALL medications that your child is currently taking should be written in detail on your child's registration card – even if they take medicine at home and are not required to take medicine during camp hours. If your child is in an emergency situation – it is vital that we can give medical personnel a complete description of the medicine(s), including the dosage amount(s) to them in order for them to properly treat your child.

If your child is required to be given medication during camp hours, please label the medicine container with your child's name and write out detailed instructions regarding the dosage amount and the time your child will need to take his or her medication. These should be given to the head leader in the morning. If at any time your child's dosage or type of medication is altered throughout the course of the summer, please be sure that you notify the head leader of such changes and also update the "medical" section of your child's registration card.

All medication (including asthma inhalers) MUST be turned in to the staff to be put in a medical lock box. Children are NOT permitted to keep medication in their lunch boxes, backpacks or pockets for safety reasons. Medicine will be administered, as instructed, and directly supervised by camp personnel. **Please be aware that any medication left at the camp site at the conclusion of the camp program will be destroyed.** Please be sure that you collect any medications in our possession on the last day your child attends camp.

**How do I contact the campsite?*

Please DO NOT allow children to bring personal cell phones to camp. If you need to contact your child or speak to a staff person at his or her camp location, you will need to ask the head leader for the numbers of his/her department cell phone for their particular camp location. If you cannot reach them at either of these numbers, you can call the Recreation Department at **790-5719, ext. 10** and we will help you contact the camp. Camp phone numbers should be posted at each location.

**LOST AND FOUND*

Each site will keep a box of lost & found items throughout the summer. Please check the site to claim your lost & found items as quickly as possible. Please be aware that once the program has ended (July 22nd), any items left in the camp lost & found boxes will be donated to Good Will.

WCPRD is NOT responsible for any personal items brought to camp.

**Who do I contact if I have questions or concerns regarding the operation of the Summer Camp Program?*

You may always address any questions or concerns to the Head Leader at your campsite as they will be the person most knowledgeable regarding your child's camp experience. They will be most happy to assist you in any way possible. If you feel you need to speak to someone with direct authority to the operation of the summer program, please feel free to contact either of the following:

Laurie Kamunen, WCPR Program Administrator. 790-5719 ext. 18 LaurieT@williamson-tn.org

Trisha Bilbrey, WCPR Asst. Program Administrator 790-5719 ext. 44 TrishaS@williamson-tn.org

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Sign In/Out and Payment Procedures

***Do I have to come inside to drop off or pick up my child?**

Parents or Legal Guardians MUST bring their child(ren) in each morning to sign them in and to take care of payment if it is due!!!! Camp fees MUST be made prior to leaving your child (ren) in our care. Children will not be admitted for the day unless payment has been made. If your child will be walking or riding a bike to and from camp, or if he or she will be picked-up by someone other than yourself, a note will be required to be kept on file at camp. **Every child must be signed out by a parent or guardian at the end of each day.**

Please be aware that camp personnel may request to see some form of identification in order to release a child to you until they become familiar with you. Please be prepared to show either a driver's license or another form of identification with a photo. We ask that you please respect this request and understand that this is a safety precaution for your child.

***What do I do if someone other than a parent is picking up my child?**

At the time of registration you will have the opportunity to fill out a section on the registration card with a list of people you give permission to release your child to. If at anytime throughout the summer, you need to add a person to this list, please ask your head leader for this card to update this information. **We will NOT, at any time, release a child to someone who is not on this list.** If you fail to add them to the list, you can submit a written note with the person's information to the head leader. If you are unavailable to pick up your child and make last minute arrangements with someone (not listed) to pick up your child, you MUST call the camp site and verify with "2" different staff persons that you give permission for your child to be released to them. Please make anyone picking up your child aware that they will need to present a photo identification card to the staff in order for your child to be released to them.

If you are involved in a special scenario where a certain individual is NOT to have any contact with your child at any time throughout the camp program or they do NOT have permission to sign your child out, please make the Head Leader aware of this situation immediately.

***What is the "Late Pickup Policy"?**

All campers MUST be picked up by 5:30p.m. each day. A late fee of \$5.00 per camper, for every 15 minutes late (or portion thereof), will be assessed for campers who are not picked up by the program's scheduled closing time. We understand that emergencies do arise and request that parents call the campsite if they are delayed. However, a late fee will still be assessed. Payment is due when you pick up your camper.

***How are payments to be made?**

Camp fees are \$17.00 per day, per child (*unless Financial Assistance arrangements have been made with the department's Deputy Director*). You may pay at the campsites with either cash, a personal check, a cashier's check or with a money order. The campsites **DO NOT** have the means of accepting credit card payments. You may pay each morning when signing your child in for the day, or you may opt to purchase "block days". Block days provide you with the freedom of paying for any number of days up front. Block days may be used at any time throughout the program and do not have to be in consecutive order (Monday-Friday).

Please speak with your Head Leader or call the Parks & Recreation Department if you have any questions regarding payment.

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What is the "Late Payment Fee Policy"?

Payment should be made prior to leaving your child in our care. However, we understand that certain circumstances arise. Please be aware that you have until 5:30p.m. each Friday to make payment for any days attended within that week by your child(ren). **If payment has not been made by 5:30p.m. on Friday, then an additional fee of \$5.00 (per child) will be assessed for each day attended but not paid for.** Example: *If your child attended 3 days (and you had not pre-paid for those days) you would owe \$51.00. If you didn't make that payment by 5:30pm on the Friday of the week your child attended, \$5.00 would be added for each day bringing the total due to \$66.00.* **CHILDREN WILL NOT BE PERMITTED TO ATTEND ADDITIONAL DAYS UNTIL PAYMENT HAS BEEN MADE.**

**What is the "Return Check Policy"?*

It is Williamson County Government's Policy that a \$30.00 service fee be charged for all returned checks. If your bank returns a check marked "Insufficient Funds" from your account to us, you will be required to pay the amount of the check and the \$30.00 service charge IN CASH at the Recreation Complex in Franklin and NOT at the campsite your child(ren) attends. This MUST be done within 5 working days from the time you receive notice from our department that your check was rejected from the bank. If this is not taken care of in those 5 days, your child will not be admitted at camp until the issue has been resolved.

**Can I request a "Refund"?*

It is our policy that NO REFUNDS will be issued for children who are sent home for inappropriate behavior. **Refunds will NOT be issued for the \$25.00 registration fee or for the \$510.00 amount for the entire 7 weeks.** Refund requests MUST be made in writing and submitted to our office.

The deadline for submitting a refund request is Friday, July 29, 2011 - none will be processed after this date. Refund requests may be submitted to:

WCPRD, Attn: Angie Halbrooks, 1120 Hillsboro Road, Franklin, Tn. 37064

Camp Personnel

**Who is taking care of my child?*

Each site has a staff comprised of a Head Leader, an Assistant Leader and a support staff of a various number of counselors. Most Head Leaders are adults, usually affiliated with a school system as either teachers, substitute teachers or coaches. Assistant Leaders are usually adults as well or dependable staff persons who have worked the program for a number of years. The support staff of counselors is typically comprised of college age students majoring in either education or parks & recreation and/or high school seniors. All staff persons must be at least 17 years of age and undergo a background check completed by the Williamson County Sheriff's department. Most of the staff have worked previous summers and are very knowledgeable in camp policies and procedures. We pride ourselves in hiring out-going and highly motivated people to interact with and lead your child through a variety of activities daily.

**What is the "Counselor to Child" ratio?*

This program is very well supervised and boasts a ratio of **1 counselor for every 10 children** at every campsite (and even exceeds this number at some sites). Although the staff is "paid to play", they understand that excellent supervision is their number one priority.

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How is Discipline administered?

In a perfect world, summer camp would be nothing but days filled with fun. And although that is our ultimate goal, we are also realistic when it comes to the expectation of behavior issues amongst groups of children. We want every child to view camp as a great place to be, as an outlet for fun and creativity, but understand that occasionally problems arise. A very effective "Behavior Management Policy" was created and our staff has undergone an informative "discipline session" during their in-service training which will help to put discipline issues in a more positive light. **We want children to understand that attending camp is a privilege, not a right** and although we will work through minor disruptive behaviors on occasion, we will no longer tolerate constant or malicious disruptions. Poor behavior at camp not only affects the child involved, but takes away from the experience as a whole for other campers. In fairness to everyone, discipline will be handled on a per case basis and parents will always be notified of any problems. We feel very strongly that early parent intervention often eliminates future conflict.

WCPR's Summer Camp Behavior Management Policy

A well structured program and the use of positive reinforcements are essential in minimizing negative behaviors. The definition of **Positive Discipline** is the ability to set limits – which all kids need but few welcome. Such limits are necessary in providing program continuity and protecting individual rights. Children will be made aware of all Summer Camp rules and their rights and responsibilities as well as the consequences for poor behavior choices.

We will provide consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future. All situations will be dealt with the best interest of the child and the operation of the camp program in mind. Consequences will be designed to fit the problems of the individual child, and they may be different even when problems appear to be the same. We will make every effort to ensure that, in each situation, the child involved understands why they are involved in consequences.

The following behaviors are **NOT** acceptable at camp:

- *Being physically aggressive (spitting, biting, pushing, fighting, etc) towards another camper or staff person.
- *Using foul language or speaking about inappropriate topics.
- *Leaving the group without permission or "hiding" from staff.
- *Constantly being disruptive through disregard for rules, regulations or directions.
- *Being obstinate and disrespectful towards camp personnel.

Discipline will be administered reasonably and fairly through the following procedures:

If a child is causing disruption to the group activity or simply "acting out" the counselor will:

- 1) Kneel or bend down to make direct eye contact with the child and speak to them in a calm manner.
- 2) Using age appropriate dialog, the counselor will make the child aware that their behavior is unacceptable and offer the child the opportunity to correct said behavior.
- 3) If the child argues or causes the counselor to focus their attention from the entire group, the counselor will:
 - a) Make sure that the group is under the supervision of another staff person or persons.
 - b) Will remove the child from the group setting to a "Calming Area" and again speak to the child "on their level".
 - c) They will offer the child 2 choices: the first being for the child to decide to immediately change their behavior and return to the group OR secondly for the child to have time to "cool off" and to make the decision to return to the group when they are calm and can act appropriately. The child will remain supervised throughout this "cooling off" period, but will be left alone to make the decision. It is our hope that the child will choose to return to the group within a reasonable amount of time and carry on with their activities. If they choose not to, they will be sent home.

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WCPR's Summer Camp Behavior Management Policy - Continued

- 4) If the child returns to the group, but continues to be disruptive, the above scenario will again be played out until either the child conforms to the request for improved behavior OR to the point where the constant disruption creates an "imbalance" for the counselor and the other children in the group. It is the decision of the counselor along with their Head Leader as to when this state of imbalance has been reached. If the disruption is impairing the staff person from carrying out their responsibilities to the group as a whole, then the balance has been altered and can only be replaced by removing the child from the camp setting.
- 5) The Head Leader will contact the WCPR personnel (Laurie Kamunen or Trisha Bilbrey) responsible for overseeing the Summer Camp Program, and discuss the situation.
- 6) If it is agreed that the child needs to be removed from the camp setting, either Trisha or Laurie will contact the parents to inform them of what has happened and what the consequences will be. It will be at the discretion of Laurie or Trisha as to the time frame the child will need to be removed from the program, whether it be for the day, for several days or permanently.
- 7) Depending on the situation and severity of the behavior, Laurie or Trisha will set up a meeting with the parent(s) to discuss preventative measures, which could possibly be taken, to keep the child from being permanently removed from the camp program, and to discuss what can be done to conform the behavior so that their child can have an exceptional camp experience.
- 8) Parents MUST understand that if they are called to pick up their child due to disruptive behavior, they must do so in a timely manner (even if it calls for them picking them up from a field trip destination).

Procedures for handling Zero Tolerance Behavior

Please be aware that we will not tolerate children acting in an aggressive or threatening manner which may endanger themselves, other children and/or the staff. Children who display such uncontrollable and dangerous behavior will be sent home immediately regardless if they have had or have not had previous behavior issues at camp. WCPR has the right to contact the authorities if a situation becomes beyond our control and we require assistance prior to your arrival. WCPRD reserves the right to expel a child from the program permanently due to such behavior.

Refunds for the Summer Camp Program will NOT be issued for any children suspended or expelled from the program due to their conduct.

Activities and Schedules

*What types of activities will my child be participating in?

There is almost no limit to the things your child will be able to do this summer. It is our goal to keep them so busy that they come home close to exhaustion each day! The theme for this summer is **"Down on the Farm"** and each week of the program will have a secondary theme which correlates with this. This means that no two days are alike at camp – activities vary every day. Children will have the opportunity to participate in themed dress up days, water activities and the ever popular "shaving cream fight". They will go on field trips and have guest speakers present an array of programs. They will play indoors and outdoors, make craft projects and go on nature hikes. And there is no end to the games and relays they will play each day.

How will I know what my child is doing each day?

Over the past several years we have found that many of our creative counselors want to be very involved in creating the daily schedule of activities for your child. After all, they work with your children and understand their needs and likes and dislikes best of all. So, we have devised a way for counselors to offer their input and ideas to create the most effective and fun schedule possible for each campsite. Each site is given a weekly theme and the same supplies and equipment to work with, therefore giving all children throughout the 6 locations the same opportunities, but each site offers unique

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*Activity Schedule

A schedule of activities and events will be posted on our website prior to camp starting. The schedule will highlight all field trips and special activities for your particular camp location. Please be aware that the schedule is subject to change due to unforeseen circumstances which may arise. You will receive as much prior notice as possible regarding any such changes. Printed schedules will be available at the check-in table at your child's campsite. Schedules will also be available to pull up from our website at www.wcparksandrec.com. Just click on the "Summer Camp" Link - Then click on the "Campsites" Link and then pick your campsite location and select "Activity Schedule".

Day to day activities will vary depending on the theme for the week and will be structured by your camp staff. Counselors will select group games and arts and crafts projects for their particular age group to take place each day.

Child Safety Program To Be Presented at Summer Camp

Dear Parents and Guardians of Campers,

We are so thrilled to have your child participating in our 2011 Summer Camp Program. It is of utmost importance to us that we provide your child with a safe environment in which to have an active and fun-filled summer. As many of us, responsible for the program, are parents ourselves, we know first-hand many of the concerns you may have leaving your child in the care of someone else. Please rest assured that our number one goal for the program is your child's safety.

Unfortunately, the world is no longer the safe-haven it was once thought to be. With increasing numbers of child abductions or attempted abductions being forefront in the media, it would be negligent of our department to ignore such statistics, especially when we are on field trips where the general public is often present. We want to make sure that we are making every effort possible to keep your child safe in order to eliminate any fears you may have. We want both of you to feel comfortable when your child is in our care, while at their campsites and on field trips.

Therefore, the Parks & Recreation Department has scheduled a **Child Safety Program** to take place at your campsite the first week of camp. This program is NOT designed to scare or frighten children, but to make them aware of potential situations, how to avoid such situations or what to do if they should find themselves in a similar situation. **Officers with the Williamson County Sheriff's Department will present this program to all camp children.** This program was first implemented in the summer of 2004 to an overwhelmingly positive response from parents, children and our staff. The children will be shown a nationally acclaimed video in which children will learn lifesaving skills, demonstrated by children, just like them, to help them be "street smart". This information will not only be useful at camp, but in every day life for your child.

We encourage you to attend this session with your child if you would like, as such information could be most beneficial for your entire family. We also encourage you to talk to your children afterwards about what was presented to them to make sure they fully understand and are comfortable with this information.

Of course we also understand that you may not be comfortable with this information being presented to your child. If that is the case, please notify your head leader and your child will be pulled from the main group and occupied with other camp activities while the program is being presented.

Child Safety Program Schedule:

Monday, June 6th	Lipscomb	10:00am
Tuesday, June 7th	Nolensville	1:00pm
Wednesday, June 8th	Grassland	10:00am
	Hunters Bend	1:00pm
Thursday, June 9th	Fairview	10:00am
Friday, June 10th	Bethesda	10:00am

If you have any questions or concerns relating to this program, please feel free to contact Trisha Bilbrey with WCPR at 790-5719 ext. 44.

Remember, the goal of this program is to eliminate fear - not encourage it!!!

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Field Trips

Please be sure you have signed a field trip permission form **before** your child attends a field trip.

**What are Field Trips?*

Field Trips are special activities held off site at a variety of places such as the movie theatre, parks and swimming pools. All Field Trip fees are included in the daily fees and are not additional or optional. Field Trips that are cancelled due to inclement weather may NOT be made up due to the difficulty rescheduling buses and admission.

**How are children transported for Field Trips?*

Children are to be dropped off at the campsite and checked in like every other day at camp. A Williamson County School Bus will arrive at the campsite to pick up everyone for their trip and will return the group to the campsite at the conclusion of their trip. The bus will be operated by a Williamson County School Bus Driver. In the event of an emergency or if a child becomes ill while on a field trip, you will be contacted to either pick them up at the field trip location or give us permission to have them transported in either an ambulance or a full-time department employee's county vehicle (car or van).

**How are children identified on Field Trip outings?*

At the time of check-in, the morning of a field trip, every child will receive a colored plastic wristband to be placed on their left wrist. Every child will be instructed to keep the wristband on at all times. Disciplinary action will be enforced for children who intentionally remove a wristband during a field trip. The staff will remove the wristbands from each child once they have returned to the campsite.

**Should I send "spending money" with my child on Field Trips?*

Although children are welcome to bring money for concession stands, we ask that you keep in mind that young children do not always make the wisest decisions regarding food selection. Eating too much "junk" while swimming and spending time in the sun often causes stomachaches and in many cases vomiting. Please help us keep your child well by limiting such purchases.

Field Trip Departure Information:

Doors will be LOCKED 30 minutes prior to departure!!

Please be aware that on the days of Field Trips it is vitally important that you drop your child(ren) off at the campsite early**NO LATER than 30 minutes prior to departure time, doors will be shut & locked at this time in order to prepare for departure!**

Last summer we had problems with children being dropped off as we were loading the bus to leave on a trip. Please be aware that we have several procedures to go through in order to assure that everything is organized for the trip and that all children are accounted for and safe.

When you arrive late, you delay this process and cause us to be late arriving at our scheduled destination. **Please be aware that if you arrive as we are leaving, you will be requested to keep your children with you, follow the bus in your personal vehicle and you will have to check them in with the group once the group has arrived at its destination.**

It is in everyone's best interest that you remember to check the camp schedule, be aware of the departure time for the trip (it varies from trip to trip) and arrive **NO LATER** than **30** minutes prior to departure time.

*****CAMP SITES WILL BE CLOSED ON FIELD TRIP DAYS*****

Meaning, all children in attendance the day of a field trip, will attend the trip. If you do not wish for your child to attend the field trip, you will need to make other arrangements for daily care for that particular day for your child. No one stays behind at the campsite.

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Field Trips - Continued

Please be sure you have signed a field trip permission form **before** your child attends a field trip.

Swim Trips

***If your child is not a strong swimmer, please make the staff aware so that they can keep them monitored in the shallow area.** Also, please send a floatation device such as "water wings" or a life-vest to assist your child's swimming ability.

***Water "noodles" and water guns are NOT permitted!**

*It is imperative that you send **sunscreen** with your child on swim days. Counselors will apply it several times, to everyone, throughout the day to prevent sunburn.

*Please write your child's name on all of their personal belongings (camp t-shirts, towels, sunscreen bottles, etc.). Children often bring similar looking items to camp which can be confusing.

Field Trip Schedules

A schedule of all Field Trips will be posted on our website prior to camp starting. Schedules will give you all the details you need for the trip, ie: departure time, trip location, if lunch is provided, if your child needs to bring anything special, etc. Printed schedules will be available at the check-in table at your child's campsite. Schedules will also be available to pull up from our website at www.wcparksandrec.com. Just click on the "Summer Camp" Link - Then click on the "Campsites" Link and then pick your campsite location and select "Field Trip Schedule".