

MADISON PARKS AND RECREATION

SUMMER DAY CAMP 2021

Handbook

Welcome to Summer Day Camp 2021. SDC 2021 will be the 9th year that the Madison Parks and Recreation Department will offer this type of program. We hope that your child will have a fun and memorable experience with us this year.

We have highlighted a few major points of our program in this handbook to help you better understand our service and the type of program that we will be offering. If you find that you need additional information, please contact Kelly Johnson at 256-772-9300 or Kelly.Johnson@madisonal.gov. Your questions, suggestions and ideas are always welcome and appreciated.

What is SDC?

The Summer Day Camp Program is one of many programs with the City of Madison Parks and Recreation Department. We will have a fun filled summer with games, activities, field trips, special guests, arts and crafts, swimming activities, etc.

Grade is for the 2020-2021 school year

Camp Dates

June 1 – July 30, 2021

Registration Fees and Tuition

Registration Fee – \$150.00 per child. Registration fees must be paid in full at time of registration. Your child will not be entered into the program until the registration fee is paid.

Additional fees may be added in May depending on whether or not we will be able to provide field trips/transportation.

Tuition per day: \$24 per child per day

You will be notified in advance of any additional fees if needed.

Tuition will be due on **Friday** of every week. You will have the option to pay for the entire summer, by the month or by the week. Failure to pay the tuition fee on the due date may result in additional fees to be paid on the following week. If payment is missed for two weeks, your child may be released from the program.

Goals:

Our program is designed to help the camper:

- ❖ Increase social skills with peers and adults
- ❖ Encourage participation and sense of belonging
- ❖ Acquire new interests and hobbies
- ❖ Gain an appreciation for the outdoors
- ❖ Develop skills that enhance the use of leisure time
- ❖ Make new friends
- ❖ Improve health and fitness through physical activities and recreation, and to have FUN!!

Staff Qualifications:

All staff members are carefully selected by experience and work ethic. All staff members are interviewed by the City of Madison Recreation Program Staff, will undergo a background check, reference check, and will complete comprehensive training. They must be CPR/First Aid certified. Counselors are selected based upon their experience with children and their ability to work with others and enthusiasm.

Staff/Camper Ratio:

Normal Day – 1:10

All Field Trips – 1:7

Camp Hours

The camp will be open from 7:00am – 5:30pm, Monday through Friday. Structured camp activities will begin at 8:30 am each morning unless a specific field trip requires an early departure. All campers should be picked up no later than 5:30 pm.

Where is Camp Held

Most camp activities will take place at Dublin Park. Activities will be in the gymnasium, Kids Kingdom, Soccer Fields, Walking Trail, Indoor and Outdoor Pool as well as other areas. Campers should be dropped off and picked up at the sign in area near the Dublin Park Gymnasium.

Drop Off/Pick Up Procedures

Drop off and Pick Up: Upon arriving at camp, we ask that you sign your child in with your initials (beside your child's name) and also when picking up your child. You will be required to show proper ID before we release your child. Only the names on the registration form are permitted to remove your child from our care. These are necessary safety precautions. For normal drop off and pick up, please enter and exit thru the side door located near the gymnasium.

Parents should provide a note/email if pick-up plans are changed.

Late Fees

There will be a late fee of \$1.00 for every minute your child is not picked up after 5:30 pm. We will make every attempt to contact you, so an updated phone number should be on file. Your child may not return to camp until this fee is paid.

T-Shirts

A camp T-shirt will be provided. Campers may wear their shirt anytime throughout camp; HOWEVER, campers will be REQUIRED to wear their camp shirt on field trip days. You may purchase additional shirts for \$10.00 per shirt. No replacement shirts will be available the day of a field trip.

Field Trips (TENTATIVE)

In the past, campers were transported by a rental school bus (operated by Madison City School) on most field trips. As of today, we are still waiting to hear from MCS as to whether or not they will transport our camp to our local venues. If we are able to participate in field trips, parents will be notified in advance of all planned field trips. Regular discipline policy will apply to all field trips.

Lunches/Snacks

Campers will need to bring their lunch Monday – Thursday. We will have pizza/drinks on Friday. You will be notified in advance of date for pizza. Small cooler style lunch boxes are recommended as we do not provide refrigeration. Lunch box should be labeled with the child's name on the outside of the lunch box. Please include drink and utensils, if needed. It is recommended for campers to bring a water

bottle with them to have during the day. An afternoon snack will be provided each day. **NO peanut butter or nut products allowed at camp due to extreme allergies for a few of our campers.**

Be Informed

A weekly email will be sent during the week with announcements concerning our camp along with other information that may be beneficial to you or your child.

Swimming

- * We will be swimming on Wednesday and Fridays at the Dublin Outdoor Pool. Please have your child wear their swimsuit under their clothing and include a towel, sunscreen and a properly labeled change of clothing. Please apply sunscreen at home prior to SDC. Please pack under garments.
- * A complete list of swimming pool rules will be available during the first week of camp.
- * If you have any concerns about swimming, please consider signing your camper up for one of MPRD swim lesson opportunities. Please see the MPRD Aquatic Staff or check the Aquatic Bulletin Board for a complete list of lesson times.
- * Parents will need to sign an approval form for anyone wanting to jump from the high dive at the outdoor pool.
- * SDC staff will walk your camper to/from swim lessons at Dublin Park. Please provide a written note with any instructions to your child's counselor.

Camp Visits

If an adult guest (18 or older) is interested in observing camp, please make arrangements with the camp staff. Unregistered children and child guests are not allowed to attend camp with the campers. If having lunch with your child, let us know when you drop off camper in the morning. We will then tell you where we will have lunch that day.

Illness and Communicable Disease

If your child does not feel well, have him/her tell the counselor. The counselor will decide if the child should rest quietly for a short period or if a call should be placed to the child's parent/guardian.

Children who are ill with a contagious illness or fever may not attend the program. A temperature of 100.7 is considered a fever. If your child has a fever, or becomes ill while attending camp, we will call you. If your child is sent home with a fever, he/she must be fever free for at least 24 hours before returning to the program.

Injuries/Accidents

Every effort will be made to notify the parent/guardian immediately in case of an emergency/injury. In the event that the parent cannot be contacted or arrive at the site in ample time, the child will be transported to the nearest hospital in an emergency situation.

COVID Protocols

Please keep your child at home if he/she is having any symptoms of COVID prior to leaving your child with the camp staff. If your child is having any symptoms of COVID during the camp day, you will be contacted to pick up your child.

Campers will be with the same age group of kids throughout the day and will continue to follow the social distance guidelines as much as possible.

Masks will be required by all campers and staff members while inside the building.

If needed, we may need to cancel certain age groups or the entire camp bases on the number of COVID cases or if staffing becomes an issue. Please have an alternative plan should camp have to close.

Medication

All medication must be turned in to the Camp Coordinator with a completed medicine form, provided by the City of Madison. The time, dosage and name of medication must be listed. A parent must sign this medication form. Medication **MUST** be in the original container, with the original label. Medications will be dispensed by the Camp Coordinator or Lead Counselor and will be documented.

Weather

In the event we should have severe weather, we will follow the guidelines set forth by our Operations Manager for the City of Madison. Please monitor the city's website, television stations and/or radio announcements for early dismissal.

Behavior Policy

The staff at SDC 2021 will strive to not only provide fun and learning experiences, but to also stress respect for the environment and others. The following procedure will be followed when children misbehave or break camp rules. We reserve the right to bypass one or more steps in the process if a situation warrants. Please review the rules with your child and make sure they are understood. We believe that you as a parent/guardian will appreciate knowing of any problem that your child may experience. Madison Parks and Recreation reserves the right to suspend or expel any camper from the program who poses serious continual discipline problems, whether or not all of the steps in our discipline procedure have been completed. See Below:

MINOR OFFENSES: Disrespect of staff or participants, inappropriate behavior on the bus or on field trips and breaking general program rules.

Consequences:

- 1st Offense – Verbal warning followed by a note in file
- 2nd Offense – Loss of morning or afternoon activities and notify parents
- 3rd Offense – Written notice to parent/guardian
- 4th Offense – Termination from program or session. This will be up to the Recreation Director's discretion. No refunds will be given.

SERIOUS OFFENSES: Endangering another person's well-being, swearing or verbal abuse of staff or participants, stealing or destruction of property, general disregard for Unit Leaders, program and regulations. If we need to remove camper from program immediately, the parent will be notified.

Consequences:

- 1st Offense – Written notice to parent/guardian regarding the problem
- 2nd Offense – Removal from site, Camper will be with Director, and parent/guardian will be notified to pick child up
- 3rd Offense – Termination from Program, or session. This will be up to the Recreation Director's discretion. No refunds will be given.

What to Wear/Bring

1. Play clothes and tennis shoes are recommended. No open toe or open back shoes.
2. Campers should apply sunscreen before the camp day. We will encourage campers to reapply as necessary. We are outside about 85% of the day. Lunches, jackets, sunscreen and other personal items should be marked with campers' name.
3. Children need to bring a towel and swimsuit on swim days only (Remember, we prefer the child wear their swimsuit under clothes if possible).

4. **IF YOUR CHILD WEARS GLASSES** – please make a plan with your camper for the safety of their glasses.
5. If your camper brings money to camp, we are not responsible if it becomes lost or stolen.

Lost and Found

Due to limited space and cleanliness, lost and found will be cleared out frequently. Please check the lost and found every day for any belongings your child/children may have misplaced. Staff members will not take time away from campers to search for lost items. The SDC Staff and Madison Parks and Recreation assume no responsibility for the loss of personal property.

Donations

Donations will be accepted throughout the summer. If you have games, crayons, paper, craft supplies, etc. that you would like to donate, please contact the camp coordinator.

General Rules of SDC 2021

Please review with your child

- * Personal items (electronics, phones, cards, toys, etc.) are NOT allowed at camp unless an activity calls for this. You will be notified in advance if your child can bring these items.
- * Avoid all forms of horseplay including piggyback rides, pool dunking, wrestling, hitting, kicking, pinching and picking each other up.
- * Sticks, rocks, dirt, sand and mulch should not ever be picked up!
- * Campers are not allowed to walk around the building or any area without a staff person.
- * Only staff and campers are permitted in program areas.
- * Keep hands and feet to yourself – respect fellow campers.
- * Profanity or negative talk will not be tolerated.
- * Always show good sportsmanship.
- * If you do not feel well, tell your counselor.
- * If there is a problem, notify a staff member immediately.
- * Respect other campers, staff, equipment, facilities and yourself.
- * On the bus, remain seated, talk quietly and save food for later.
- * Always pick up and put equipment away.
- * Always ask permission from counselor to use restroom or to get a drink from the water fountain.
- * Campers should ALWAYS be with their counselor unless they have permission to be somewhere else.
- * Stay in program areas with your group at all times.
- * If a child consistently refuses to follow directions that apply to his or her safety, we will contact the parent/guardian immediately.
- * Please do not bring makeup, hairspray, body spray, cologne, etc. to camp. These things need to be left at home.
- * Please do not bring cell phones, or any type of electronic devices to camp.
- * Please do not bring any type of camera to camp.

Insurance

We make every effort to protect your child from injury. Unfortunately, accidents do happen. The Madison Parks and Recreation Department does not carry medical or accident insurance for program participants. The City does not assume any responsibility for injury or accidents occurring at programs, activities, special events, field trips, outing, etc.

Refund Policy

Refunds are given only if the program is canceled by the Parks and Recreation Department or under extraordinary circumstances for health. A doctor's note will be required. If you are not satisfied with the program and would like a refund, please contact Kelly Johnson.