

2020 Summer Day Camp Parents/Guardians Handbook



**City of Green River
Parks and Recreation Department
1775 Hitching Post Drive
Green River, Wyoming 82935
Phone: (307) 872-0514
E-Mail: cduncombe@cityofgreenriver.org**



Mission Statement

Creating Recreational Opportunities through People, Parks, and Programs

Description:

Welcome to the City of Green River Parks and Recreation Department's 2020 Summer Day Camp Program. *We are excited to be continuing our philosophy of Self-directed Learning, which empowers children to make decisions and be creative using their own imaginations.* Our staff hopes that you and your child have an enjoyable experience.

A wide variety of program activities and field trips are planned for your child (ren) this summer. Please take time to read through this Parent Handbook and familiarize yourself with the policies and guidelines that are presented. Specifically, the behavior policy for the summer. It is assumed that once you have this booklet that you will comply with all of the guidelines contained and presented in it.

Facility:

**Monroe Elementary
250 Monroe Avenue
307-870-4014**

Staff:

Staff is comprised of very talented adults, college, and high school students. All staff has attended meetings where topics such as field trip safety, proper supervision, proper etiquette, games and other topics are covered. All staff are also certified in CPR and first aid.

Day Camp Schedule:

Camp will run Monday through Friday from June 1-July 31, 2020. We will be closed Friday July 3rd in observance of Independence Day.

Day Camp Hours:

7:30 am to 5:30 pm Monday through Friday

Late charge after 5:30 pm will be \$10.00 for every 10 minutes the child is picked up late.

If you are going to be late, please call the site cell phone and let the staff know.

Day Camp Grades:

The City of Green River Parks and Recreation Department welcomes children grades K-6 as of the 2020-2021 academic school year.

Drop Off:

***Parents and or guardians** must sign children in and out every day.

*Please DO NOT drop your child off before 7:30 am, as there will be no one available to supervise them, and the doors will be locked. It is against regulations for children to be left unattended at our facilities and programs.

*Campers can be dropped off anytime between 7:30am and 8:30am at the camp location.

*Campers must be dropped off on time, as often the group will have a scheduled activity at another location. If you are late, you will be responsible for locating the group.

Pick Up:

*Children need to be picked up by 5:30 pm, unless it is indicated on the weekly schedule that we will be arriving late from an activity. ***Please pay close attention to the weekly schedules.**

*If you are late in picking up your child, you will be charged a fee of \$10.00 for every ten minutes you are late. Camp staff is advised to stay on site until all children are picked up. Emergency contacts will be contacted by 5:45pm if the parents/guardians do not come for his/her child (ren).

Sign-in and Sign-out Procedures:

Every child must be signed in at the beginning of each day and signed out at the end of the day. This ensures to us that each child is coming and leaving with whom he/she is approved to leave with. On the registration form there is an Authorization To Release section. Only those people who are listed on that section will be allowed to pick up your child!! You may change the people listed as often as you wish. **Individuals must be at least 18 years old to sign a child in or out!** Staff is directed to not release children to anyone that is not on the form or that they do not know. You (or whoever comes to pick up your child) may be asked to show a form of identification before they are allowed to pick up your child. If a special situation exists, or in case of an emergency, please contact Katie Duncombe, Recreation Supervisor (307) 872-0514.

Day Camp Fees:

*Payment is due at the time of registration. Payment must be made before children are dropped off as we only have room for 100 children per day. Your child's spot is not saved unless it is paid for.

*Summer fee (all weeks): \$700

*Weekly fee: \$85

*Daily fee: \$25

Please make payment payable to "City of Green River". Payment will **ONLY** be taken at the Green River Recreation Center.

Days missed at camp are non-refundable and non-transferable on or after the date in question.

Refunds:

*Credits are valid for one year from the date of issuance and may be used toward any program. *Full refunds will be given for cancellations that are received one or more working days before the activity is scheduled to begin. *Full credit to your account will be issued for cancellations received less than one working day before the activity is scheduled to begin. *With City of Green River approval, pro-rated account credit may be issued for cancellations received after an activity begins; a medical situation and/or other extenuating circumstances. Failure to attend is not considered a cancellation. *Credit will be applied to your account, unless requested otherwise; credits will be good for one year from the date of issuance. *If original payment was by credit card, a credit will be issued back to that card. *Refunds are typically issued in the form payment was originally made with the exception of cash, which shall be reimbursed by a check from the Finance Department after being approved through City Council. Cash refunds are not allowable over \$40.00. Refunds may take up to 4 weeks to process. Participants are permitted to transfer the credit to another activity or account. *In the case of a rain/snow-out, there will be NO refund and no rescheduling. *In the case of a cancellation by the coach or other unforeseen cancellation, there will be NO refund. *Once a registration has been completed, all reservations are considered final. Please choose activities with care, as all registrations are considered final.

Field Trips, Television, Video, and Special Activities:

*The City of Green River Parks and Recreation Department Summer Day Camp will be taking field trips. If parents/guardians do not agree with or have concerns with the field trip, please contact the Recreation Supervisor (307) 872-0514. Sign in and sign out procedures will be the same for field trips.

*Children will watch videos that are rated PG or G. No television will be watched.

Lunch, Breakfast and Snacks:

***Summer Day Camp will be attending the School District's Summer Food Program Monday through Friday.**

****Campers may provide their own lunch.*** There are NO refrigerators or warming devices available; please make sure your child's lunch is in the appropriate container, labeled with their name.

*Breakfast will be served from 7:30am-8:30am.

*They must bring a refillable water bottle that closes securely labeled with their name.

*Glass containers are not permitted.

****Send 2 healthy snacks with your child each day.***

*Please send healthy food items with your children. Pop, candy and fast food is not advised. If sugary food items are sent with children they may be asked to not consume them.

Day Camp Registration:

*The City of Green River Parks and Recreation Department Summer Day Camp is for children grades K-6. Children entering Kindergarten are permitted in the program.

*Registrations can be completed at the Green River Recreation Center Front Desk. All participants must be registered and paid in full prior to attending camp.

Transportation:

*Transportation will be provided by Sweetwater County School District # 2. All drivers are fully licensed and trained professionals.

Weekly Activity Schedules:

*Schedules will be made available on the first day of camp. Please read the schedules carefully so that you can plan for each day's events accordingly. The schedule is subject to change depending upon the weather conditions and/or situations beyond our control. The next week's schedule will be provided on site towards the end of the current week.

Clothing and Personal Items:

*On days that the children will be playing in or near water (i.e., swimming, playing at the spray park or water balloons) they **MUST wear** a swimsuit, towel and sunscreen to camp.

*Please make sure that children ***come to camp wearing closed toed athletic shoes every day.***

***SANDALS ARE PROHIBITED!!!**

* Please make sure your child has enough clothing, so they are comfortable at all times.

* Please send your child with an extra pair of clothes, just in case.

* Children will be responsible for their own belongings. Items that are easily lost or of significant sentimental or monetary value **should not be brought to camp.** Green River Parks and Recreation Department Staff are in no way responsible for lost, misplaced or stolen items.

* Toys and money should not be brought to camp unless it is noted otherwise on the schedule.

*We require each child to bring a backpack to carry all of their day camp supplies in.

Injured Children:

- * Camp staff is trained in first aid and CPR.
- * If a child becomes ill during camp hours, you will be asked to come pick them up. Serious injuries will be reported immediately.
- * Bumps and bruises will be discussed with parents upon pickup.
- * If at any time throughout the summer, your child develops a medical condition, please notify us so that staff may be aware of the situation.

Sick Children Rules and Regulations:

Camp policy requires all children who have a fever; diarrhea or vomiting must not attend camp for 24 hours.

- * Children who come to camp sick will be sent home with no refunds available.
- * Children who become ill during camp hours will be sent home and asked to wait 24 hours before they return.

Sunscreen:

Please donate one bottle of sunscreen per week per family for camp participants. We request that spray sunscreen be donated. The City will provide lotion and/or stick sunscreen for the children's faces. If your child requires special sunscreen please send it with them daily, with their name clearly marked on the bottle, and notify staff.

Rules and Regulations:

It is expected that campers will:

- Respect the property of others
- Respect themselves and others
- Conduct themselves in a safe, responsible, and appropriate manner at all times
- Follow the rules as directed by staff.
- Respect the property of the School District, Recreation Center and other facilities we visit; we are guests at these camp locations.

Campers are not to ask the staff for food or money. It is the responsibility of the campers to bring their own spending money and food (when directed to do so).

Positive Guidance, Discipline and Discharge

Whenever possible, staff will assist children in working out their differences. The program should follow the same conflict resolution steps as below:

Children's Rules to Live By:

- **Ask the person to stop**
- **Ignore the person**
- **Walk Away**
- **Tell an Adult**

We are respectful, responsible and safe

The following system will be used in the behavior plan.

1. First offense, the child will be given a warning and the staff person will talk to the child about the behavior expected of him/her. *If a behavior is deemed serious enough, it can warrant a **Discipline Report** without warning or an expulsion from the program without prior warning or notice.*
2. Second offense, the child will be asked to sit away from the group for a short period of time (5-10 minutes) and think about his/her actions. A staff person will again talk to the child about their behavior.
3. Third offense, the child will be removed from the area and asked to sit away from the group for 10-20 minutes (depending upon the age of the child). The child will not be allowed to return to a particular activity for the remainder of the program time, such as a gym game. Parents will be informed of the behavior upon pickup and an **Incident Report** will be completed by the staff.
4. A **Discipline Report** (Green Sheet) will be completed whenever a child becomes physical with another child or staff member, destruction of property occurs, constant one-on-one attention is needed, and/or usage of offensive language. *A serious discipline problem is defined as one in which a child is adversely affecting the day-to-day operation of the programs.*
5. If a 2nd **Discipline Report** is completed during a summer or school year, a meeting will be scheduled with the Recreation Supervisor, onsite staff, parents and child to discuss the behavior and strategies to assist in alleviating the behavior.
6. If the child receives a 3rd **Discipline Report** he/she will be suspended from the program for a three day period. During this time the parent, child, Recreation Supervisor and onsite staff member, will meet to discuss the parameters of returning to the program.
7. If a 4th offense occurs after this meeting, the result will be dismissal from the program. *Refunds will not be granted.*

Children with Special Needs:

In accordance with the American Disabilities Act (ADA), we offer services to children with special needs. Please notify Recreation Supervisor (Katie Duncombe) with as much advanced notice as possible on this issue, so staff can make the necessary accommodations.

Expenses:

* The tuition fee covers most expenses for activities, trips, tours, and special events. However, for certain field trips and activities we may require an additional fee. If so, we will provide you with adequate notice on the weekly schedule. There is no opportunity for children to purchase lunch, snacks or drinks on most days.

Everyday/What to Bring:

Backpack

Healthy Snacks (2) per day

Appropriate footwear (socks and tennis shoes)

An extra change of clothes

Full refillable water bottle

Swim suit on water days

Towel

Jacket

Something to read (preferably an age appropriate book)

Inclement Weather Policy:

In an event of inclement or excessively hot weather, we *may* cancel outdoor activities. Any lightning, wind gusts, or temperature above 95 degrees *may* qualify for canceling outdoor activities. If the weather becomes inclement while we are on site, we will go to the nearest park shelter and return to the camp home base.

Note:

We realize that this is a long list of requirements, but adherence to these guidelines will make for a safer and more enjoyable experience for your children. Thank you very much for your cooperation. Please call 872-0514 if you have any questions or concerns. Thank you for your participation in this program.

Filing a complaint:

Please file all complaints directly to Katie Duncombe, Recreation Supervisor at (307) 872-0514.

Contact Phone Numbers:

Green River Recreation Center 872-0511

Summer Day Camp Recreation Supervisor 872-0514 or 448-0211

Summer Day Camp cell phone 870-4014

Supervisor's E-Mail Address: cduncombe@cityofgreenriver.org

Rev: January 2020