

# Beavercreek

## Summer Day Camp 2024

### Parent Manual

Welcome to the 2024 City of Beavercreek Summer Camp Program. We are very excited to bring you this program and believe your child will have a great time this summer. This manual has been designed to provide detailed information about the day camp programs and to prepare parent/guardian(s) and campers for an exciting and safe summer.

If you have any questions, please feel free to contact the Parks, Recreation & Culture Department at 937-427-5514 or [parks@beavercreekohio.gov](mailto:parks@beavercreekohio.gov).

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## STAFF

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. All camp staff must meet the following minimum requirements to be employed by the City of Beavercreek:

- College student, or high school senior entering college in the fall (counselors)
- Director: college student with teaching experience or experience with youth
- Successful interview
- No criminal record on background check
- Staff will be trained in child through adult first aid, CPR

## LOCATION

Camp will be held at Fairbrook Elementary School, 260 N Fairfield Rd Beavercreek, OH 45430. Stay tuned to your weekly parent newsletter for drop off/pick up information!

## REFUND POLICY

### Camp 2024 Pricing

#### Regular Price 2024

- Resident: \$149
- Nonresident \$169
- Extended Hours Fee: 7:30-9:30 (AM CARE) \$25.
- Extended Hours Fee: 3:30-5:30 (PM CARE) \$25.

\*Sibling Discount -\$10 per sibling per week

### Camp Payment Plan

Minimum \$25 deposit required to reserve a spot for each camp registration.

- Payment for camps and extended hours starting in June due May 15. Reminder emails will be sent in advance. Camp registrations for June with unpaid balances will be released May 16.
- Payment for camps and extended hours starting in July due June 15. Reminder emails will be sent in advance. Camp registrations for July with unpaid balances will be released June 16.

### Camp Refund Policy

Camp refunds are subject to a \$25 administrative fee per camp cancelation. No refunds will be granted if the request is made less than 14 days before the start of camp.

All refund requests must be made via a Refund Request Form, available here: [Refund Request Form](#). Refund Request forms can also be requested by emailing [Parks@beavercreekohio.gov](mailto:Parks@beavercreekohio.gov) or calling 937-427-5514.

## **TRANSPORTATION**

Parents/guardians are responsible for transporting their children to and from camp each day. Busses will be contracted for field trip transportation. Childcare is not offered for children who do not have permission to attend the field trip.

## **ARRIVING AND DEPARTING CAMP**

Parents may enter the school to drop-off and pick-up their campers. See the weekly parent letter for updates on specific drop-off and pick-up procedures.

## **CAMP HOURS**

- Regular camp hours: 9:30-3:30. If you have signed up for AM care, your camper may be dropped off as early as 7:30. If you have signed up for PM care, your camper may be picked up no later than 5:30. Late pick up is \$1/minute late, up to \$30.

## **LUNCH**

Campers are asked to pack a lunch each day, along with a snack. Please do not pack anything that needs refrigeration or would need to be heated up. Bring a refillable water bottle; we will have plenty of water on site for your child to stay hydrated throughout the day. Please put your child's name on both their lunch and water bottle.

## **SPECIAL ARRANGEMENTS**

If you have special circumstances and need to make special arrangements to pick up your child, please notify the Camp Director no later than the day before. Only authorized persons listed on the Participant Information Form filled out at registration will be allowed to pick up your child. Please make sure to list all persons who have authorization to pick up your child from camp.

## **USE OF PHONE**

Due to nature of the disruption, campers will not be allowed to use the telephone during the course of the day or permitted to use a personal cell phone. Parents will be contacted by our camp staff in an emergency situation, illness or for behavior reasons. If you need to contact your child for any reason, please contact our office at 937-427-5514.

## **ILLNESS/SICK POLICY**

If your child has a fever, is vomiting, has diarrhea, or any other contagious illnesses, please do not send them to camp. If a child develops these symptoms while at camp, parents/guardians will be contacted and expected to make arrangements to pick up the child. If your child exhibits any symptoms of the COVID-19 virus (fever, cough, shortness of breath, chills, muscle pain, sore throat, loss of taste or smell) please keep them home and isolated. Staff will be working hard to ensure the proper sanitization of the facilities. We ask that all children be fever free for no less than 24 hours without fever-reducing medications before returning to camp.

## **MEDICATION**

If your child needs any medications dispensed throughout the course of the day including Tylenol or Advil, it must be kept with camp staff. The medical waiver and release section of the participation information form must be completed with specific instructions on administering the medication. Medication cannot be dispensed without completion of the participation information form. Please personally deliver all medications to camp staff directly.

Medications must be kept in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of use. Camp staff will not accept or dispense any medication not in the original packaging/bottle.

Camp staff will aid the child in taking their medication.

If your child has an Epi Pen, camp staff is not trained to administer this. Staff will stay with child and help your child as best he or she can.

## **SUNSCREEN AND INSECT REPELLENT**

Parents are asked to apply sunscreen and insect repellent before your child arrives at camp. Camp staff will remind campers to re-apply sunscreen and insect repellent after lunch. Staff is not allowed to apply sunscreen or repellent for the camper. Please have your child bring sunscreen and insect repellent in their backpacks with their name clearly marked on all items.

## **PARTICIPATION**

The camp staff has planned an exciting schedule of a variety of activities for the summer. All campers are asked to actively participate and stay with camp staff. Children may choose not to participate in planned group activities, but no additional activities will be planned for those children who choose not to participate. Please encourage your child to try something new or reacquaint themselves with familiar games and activities.

## **CAMPERS' CODE OF CONDUCT**

In an effort to maintain consistency and fairness to all campers, a "Campers Code of Conduct" has been adopted, and all campers will be asked to follow the following camp-wide behavior guidelines.

### **Conduct Guidelines:**

- **Respect other campers, counselors, and the environment**
- **Always use proper language and behavior**
- **Keep hands, feet and objects to self**
- **Remain with your assigned group at all times**
- **Follow directions at all times**

Please review these guidelines with your child. These guidelines have been implemented to ensure a safe and fun camp for all! These guidelines will be reinforced throughout the week.

## **BEHAVIOR MANAGEMENT**

Rules and consequences will be handled with kindness, consistency and understanding. Camp counselors will discuss the rules thoroughly with all campers. We believe campers in a group situation will conform to rules as soon as they know what is expected of them. Counselors will work to prevent any disruptive behavior. However, to assist counselors with deterring and hopefully improving inappropriate behavior, progressive discipline guidelines have been established.

- First incident: Verbal correction or warning  
Second incident: Timeout from current activity/note to parent that this is the second offense for behavior problems  
Third incident: Camp Director contacted, discussion with child, time out from current activity and parents notified at the end of the day  
Fourth incident: Parents contacted and asked to pick up child immediately. Child will be suspended from camp for one day up to the remainder of the week depending on the severity of the behavior problem.

These procedures are meant to serve as guidelines only, and steps may be skipped depending on the behavior. There is a zero tolerance for fighting – parents will be contacted immediately to come pick up their child.

## WHAT TO WEAR

- Comfortable, casual clothing (loose shirts and shorts)
- Closed-toe shoes; we recommend athletic shoes with socks; no clogs or any shoes with a heel, flip flops or sandals
- Campers will be spending time outside; please dress them in clothes that are okay to get dirty

## WHAT TO BRING

- Backpack
- **Water bottle**
- Lunch and snack
- Sunscreen
- Insect repellent
- Positive attitude

**Please label everything!** Staff is not responsible for anything lost, damaged or stolen.

## WHAT NOT TO BRING

- Personal toys
- Electronic items including video games, tablets and cell phones
- Money
- Trading cards and/or collectibles
- Animals

## INCLEMENT WEATHER/HEAT

- If inclement weather of any kind were to occur during camp, staff will take campers to the proper areas to provide the safest environment for your child during the storm.
- If camp experiences a day of high heat, your children will be provided many opportunities to stay hydrated throughout the day.

## FIELD TRIPS

Weekly field trips are scheduled, typically on Wednesdays. In some cases, i.e. storms, a field trip may have to be canceled or rescheduled, or the destination may change (from outdoor to indoor site, for example). We will communicate any changes to the field trip schedule as soon as possible with families. Campers will travel on busses together to and from field-trip sites. Late drop-off or early-pick up may not be available on field trip days depending on the bus schedule. In some cases, drop-off or pick-up at the field trip site can be arranged. If you need to make special arrangements, contact the Camp Director as soon as possible.

What else do you have questions about? Your questions will help us figure out what additional info we need to share! Let us know at 937-427-5514 or [parks@beavercreekohio.gov](mailto:parks@beavercreekohio.gov).

The Beavercreek Parks, Recreation & Culture Staff