

# ATHENS COMMUNITY CENTER SUMMER CAMP

## Parent Manual



Athens Community Center  
701 E. State St.  
Athens, OH 45701  
740.592.3325  
Fax: 740.592.9822

Revised 2.7.2019

The Athens Community Center is licensed by the Ohio Department of Job & Family Services.  
License certificates are posted in the Day Care Room and in the Administrator's Office.  
The toll free complaint number for the Ohio Department of Job & Family Services is 1.866.635.3748.

## Welcome to the Athens Community Center Youth Summer Day Camp

This manual contains policies and procedure information related to the Athens Community Center Youth Summer Day Camp. Please use this as a reference guide for program participation and enrollment. Information in this manual will answer many of the questions you have about the Athens Community Center Summer Camp Program.

### **Philosophy and Goals**

The Mission of the Athens Community Arts, Parks & Recreation Department is to provide Athens and area residents comprehensive programs, activities and facilities that encourage health, fitness and cultural recreational, educational, and social opportunities in our community. The Athens Community Center Children's programs are focused on creating quality programming for youth in the area. We want to provide a fun and inviting environment to foster learning, growth, and social experiences for the children. The quality and outline of our programs are based on researched standards and state license recommendations and regulations. The Child Programs and staff strive to be the best through active supervision, parent and student relationships, and quality experiences for the children attending our programs.

### **Enrollment**

#### **Admission**

A child is considered to be enrolled in the Athens Community Center Youth Summer Day Camp only after the registration fee has been received, the child program administrator confirms availability in the programs, and the required child paperwork has been received, reviewed, and approved by the administrator. This process is very important to our programs licensing and the safety of your child. This paperwork includes basic enrollment and health information. Any change to health information must be communicated to the administrator immediately so that current information is always on file for each child. Medical forms must be signed by a physician or certified nurse practitioner prior to the first day of camp. This medical form must be updated every 13 months. Although the required child paperwork is very in depth, this information is required for licensing and also helps us keep your children safe while they attend our programs. Please be sure to review and complete the child paperwork entirely. Failure to complete the required paperwork will be grounds for dismissal without refund.

**\*Students who attended school year programs and have completed paperwork with the center will be required to complete new paper work for the 2019 summer camp season. This will allow for all patrons to be on the same paperwork schedule for the remainder of attendance.**

**Paperwork is electronically stored through ePACT.**

#### **Required Paperwork**

The following forms must be completed and returned to the Athens Community Center for administrator review prior to the week of attendance for summer camp. These forms are requested to be returned at the patron's earliest convenience.

- Athens Community Center Child Program Application (Authorized pick-up list, Emergency Contact Information, Medical History, Emergency transport, Photo Release, Social Media Release, waiver and assumption of risk)
- Child Enrollment & Health Information Form (JFS01234)
- Request for administration of medication (JFS01217) if applied
- Child Care Plan for health conditions or medical procedures (JFS01236) if applied

### **Withdraw**

Once registration fees are paid, a place is held for each child enrolled in our summer camp, staff are hired based on Ohio Department of Job and Family Services ratios, and wait lists are created. If your student will be withdrawing from camp please contact the Community Center as soon as possible so that the available spot may be opened up to other participants.

**\*Request for withdraw must be completed one week prior to the start of the camp week in which your child is registered. If request is not completed prior to the one week requirement Registration Fee and Camp Fee will be due and non-refundable.**

### **Re-enrollment**

Children will only be considered for re enrollment if there is available space in the desired week. Re – enrollment will require an additional enrollment fee for the week requested along with approval from the camp director.

### **Camp Schedule**

#### **Before Camp Care**

7:30am – 8:30am

#### **Camp Programming**

8:30am – Camp programming begins (Planned Camp Programming/Travel)

3:30 pm – Programming ends promptly at 3:30pm

#### **After Camp Care**

3:30pm – 5:30pm

## **Tuition/Fees Payment Policies**

### **Making Payments**

**If not paid in full via online registration, payments must be paid at the Athens Community Center front desk or via phone (592-3325). Registration and Payments are due MONDAY prior to the start date of camp (1 week before camp). If the Registration Fee is not paid the student will not be enrolled in the desired camp week.**

**Payments and Registration are due by Monday prior to the start date of camp.**

**Example: Participant in Camp Week #1 (June 3 – June 7)**

**Payment and Registration due by Monday May 27<sup>th</sup>**

We accept Visa, Master Card, cash, money orders, and personal checks.

Checks should be made out to: The Athens Community Center.

Please keep payment receipts for your records. Our tax identification number is: 31-6400218.

### **Registration Fee**

The Athens Community Center Youth Summer Day Camp requires a non-refundable registration fee of \$45.00 per child, per week.

The Summer Program will accept 64 campers per week. Once available space is filled there will be a waiting list created. Children on the waiting list will be admitted as openings occur and must pay the registration fee at the time of entry into the program. The opening will be made available to the next child on the waiting list. If the fee is not paid promptly, the opening will move to the next student on the waiting list. The waiting list does not roll over each summer. Re-registration is required for enrollment for each new summer program.

### **Return Check Fee**

If your check has been returned to us due to insufficient funds, a \$25.00 fee will be charged to your account. The parent will be required to pay cash or with a money order until all account balances are settled.

### **Late Pick-Up**

Pick up is required prior to 3:30pm if students are not enrolled in before and after camp care. If a student is picked up late more than 1 time, a \$10 service fee will be charged for every 10 minutes late. If circumstances beyond a parent/guardian's control are going to delay pick-up, a phone call is requested. This allows our staff to be prepared for late pick up.

### **Staff Ratio & Maximum Group Size**

The Athens Community Center will follow the Ohio Department of Job and Family Services outline for Child Staff Ratios. The Summer Camp program doubles the ratios for each group. The ratios are as follows: \_

#### **Student Enrollment:**

Group#1	Kindergarten, 1 <sup>st</sup> Grade	ODJFS Ratio: 1:18
Group#2	2 <sup>nd</sup> Grade, 3 <sup>rd</sup> Grade	ODJFS Ratio: 1:18
Group#3	4 <sup>th</sup> Grade, 5 <sup>th</sup> Grade	ODJFS Ratio: 1:18
Group#4	6 <sup>th</sup> Grade	ODJFS Ratio: 1:20

The Athens Community Center will, at a minimum, adhere to the above listed Child Staff ratios. Child Staff ratios are often increased above the Ohio Department of Job and Family Services requirements in our child programs. This allows more interaction with our students and a safer learning environment.

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include lunch time, outdoor play, or special activities.

### **Supervision Policy**

The Athens Community Center Child Programs follow the supervision policy of the Ohio Department of Job and Family Services as written in rule (5101:2.12.20). Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. Supervision means child care staff members have knowledge of children's needs, accountability for their care, and knowledge of which children they are responsible for at all times. School aged children may use the restroom and move from each activity as long as children are within hearing distance of a child care staff member and The child care staff member checks on the children at least every five minutes until they return to the group or get to the group they are moving to.

A major responsibility of the child care staff is to provide a safe, engaging, and interactive learning environment to the students of our programs.

### **Arrival**

Monday Morning (Each week of camp) – Parent/Guardians will need to check in with the sign in table located outside of the main school aged room within the center. This is located near the Senior Center entrance and lobby. Here, you will check in with the Program Director and/or the summer camp assistant. Sign in will be required along with checking forms, payment, and receiving information about the camp week. Tuesday – Friday of each camp week Parents/Guardians will need to sign in with the Before Camp Care program or sign in at the main sign in table with the summer camp assistant.

## **Departure**

Parents/Guardians are required to sign out students each day. The parent/guardian must check out with the counselors or the before and after camp care leaders. Please be sure to get all of the day's crafts or supplies, any information about field trips or daily plans, and all of your student's belongings. Sign out should involve a conversation with the teachers and physically signing out the camper(s).

## **Children Attending other Programs within The Athens Community Center**

A child may attend another program within the center with a written permission slip form completed, signed and dated by the parent. Our staff and the program instructor will be escorting the child to and from the program. Children will not be able to attend other programs unless written permission is given. Please see a staff member to receive a permission slip to fill out for the class. This must be updated as times/dates/instructors change. If your student is completing swim lessons during the summer please provide the class and time on the permission slip. You can also indicate this on the paperwork packet.

## **Release of a Child**

Children will only be released to persons listed on the child's file. **Please be prepared to present identification.** If someone is scheduled to pick up a student that is not on file it is requested that you contact the community center regarding this change. This is for the safety of the children in our programs.

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. The police will be notified if necessary.

## **Custody Agreements**

You must provide the center with a copy of court documents indicating who has permission to pick up the child. This documentation must be provided in order for The Athens Community Center Staff to follow rulings. The center may not prevent a parent access to their child without proper documentation. **Parents/ Guardians are requested to have a meeting with the program director in the case of custody agreements.**

## **Child Abuse Reporting**

All staff members are required reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they must make a report to the local children's services agency. The safety of the children is always our first concern.

## **Field Trips/Transportation of Children**

Transportation for the Summer Camp program field trips will be provided by the Athens City Schools. These field trips are detailed in the information provided each week of camp. Permission slips will be required for each trip along with detail regarding time, distance, location, and schedule.

The center's staff will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. Children whose parents **do not give permission** for transportation in emergency situations will be denied enrollment to the program.

## **Field Trip Attendance**

Summer camp children will take walking field trips. The procedure in place for these trips includes taking attendance before departing from the center, upon arrival at the destination, before leaving the destination and upon arrival back at the center. Each staff member will have specific children that they are responsible for supervising. All attendance will be taken on forms created specifically for the trip. Before any child participates in a field trip away from the center, we will obtain written permission from the parent or guardian.

## **Classroom Expectations/Guidance and Management Policy**

The Athens Community Center staff will follow the behavior outline that is attached to the student enrollment paperwork along with the Ohio Department of Job and Family Services child care rule (5101:2.12.22). This rule states: Child care staff members assigned to supervise a child or group of children shall be responsible for their

guidance and management. Child guidance and management measures must be developmentally appropriate for the child, consistent, shall be explained to the child, and shall take place at the time of the incident as the issue can be safely addressed. Setting clear limits, Redirecting the child to an appropriate activity, showing children positive alternatives, modeling the desired behavior, reinforcing appropriate behavior, encouraging children to control their own behavior, cooperating with others and solving problems by talking things out. Intervene, when needed, as quickly as possible to ensure the safety of all children. When child returns to activity after separation from the situation staff must review the reason for the separation and discuss with the child what behavior is expected.

The staff at will ask questions: What was the unacceptable behavior and what is the correct response or action for the situation?

Staff is trained in correct responses in dealing with guidance procedures.

If behavior issues are continuously addressed with a student a meeting with the parent/guardian and the program administrator will be scheduled. During this meeting it will be determined the procedure for moving forward.

If behavior is continuously an issue students may be suspended for (2) days of the program. The program specialist may determine a dismissal of any student at any time for behavior related issues. Each behavior will be handled as listed above and if the behavior still does not change the above process will be followed.

### **Meals**

The 2018 Summer Camp program is proud to announce a partnership with the Summer Food Service Program beginning June 3rd. All students enrolled in the Summer Camp program will receive a daily FREE lunch. This excludes Camp Week 1. If students would like to bring packed lunches this is also an option; however the food program provides USDA/ODE approved lunches that hit on all nutrition aspects. If students pack their own lunch; they are required to follow ODJFS regulations on packed lunch requirements.

### **Food Supplements or Modified Diets**

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the appropriate staff members for more details regarding this matter. All materials must be completed and on file before your child is ready to begin the program.

### **Accidents & Emergencies**

#### **Emergencies**

The Athens Community Center follows posted procedures in the event that an emergency should occur while a child is in the center's care. In the event of a fire or tornado, staff will follow the written instructions posted in each classroom. In order to prepare children for the need to evacuate, the center conducts monthly fire drills and periodic tornado drills.

#### **Fire**

Should we need to evacuate due to fire our emergency destination is the Athens City Pool which is located on the west side of our building. We will then have to close and contact the parents to pick up their children. Children will need to be picked up immediately. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

#### **Environment/Violence**

In the unlikely event there would be an environmental threat or threat of violence, the staff will do the following: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

#### **First Aid/CPR/Communicable Diseases**

According to OAC 5101:2-12-27, there is always at least one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid.

If the injury is more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action.

If any injury is life threatening, the EMS will be contacted, parents will be notified and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed and given to the person picking up the child, on the day of the incident/injury, if any of the following occur:

- the child has an illness, accident, or injury which requires first aid
- the child receives a bump or blow to the head
- the child has to be transported by emergency squad
- unusual or unexpected event occurs which jeopardizes the safety of the child.

If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

## **Management of Illnesses**

### **Illness**

The Athens Community Center provides children with a clean and healthy environment. However, we realize that children become ill. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home immediately.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F or higher
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Sever coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching
- Untreated skin patches or unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating sign of an illness not listed above will be isolated and carefully observed for symptoms and the parent will be notified.

Anytime a child is isolated, they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

A sign on the door will notify parents if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of a fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious before they are readmitted.

### **Medications**

The center will administer medications to a child only after the parent completes a Request of Medication form. The parent must complete all proper sections and medication must be directly handed to a staff member. Medication will be stored in a designated area inaccessible to the children. Medications may not be stored in a child's backpack.

*Prescription medications must be in their original container and administered in accordance to the instructions on the label. Over the counter medications must also be administered in accordance with label instructions. If parents request any different dosage or uses, a physician must provide written instructions on the Request for Medication Form. Over the counter medications will not be administered for more than three days without instructions from a physician.*

## **Outdoor Play**

### **Appropriate Attire**

Please dress your campers for play! It is requested that campers wear close toed and heeled shoes. We will be hiking, running, jumping, and playing throughout each day of camp! Pack a bag for swim time. Please bring a swimsuit daily. Although we have a rotation for swim days based on student groups, we will add swim time on special occasions. Also bring a towel, change of clothes, and sandals if you would like!

### **Weather**

Outdoor play will be a part of all programs on a daily basis. We will limit the amount of time outside when the temperatures are very warm. We will monitor the temperature, heat index and determine the best course of action. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, or ozone warnings, etc.

## **Parent Participation**

Weekly evaluations will be given to parents/guardians. These evaluations will help administration and staff in future planning and the direction of the program. If there are questions regarding practices, procedures or policies please contact the camp director. If there are questions related to activities or camp experience please contact the counselors.

## **Parent Communication**

Communication with parents will be done through phone, email and direct communication. Communication between staff and parents is encouraged during each visit. Updates and photos will be added to the Community Center Facebook page along with the Remind App.

## **Additional Policies**

### **Personal Items from Home**

Children will be expected to not bring personal items/toys/games/gadgets from home during the normal camp week. If campers choose to bring these items they will be asked to put them in their bags or with their personal items for the remainder of the day. Upon second warning the item will be taken by the counselor and will be held until the end of the day.

**\* Field trips: students will be permitted to bring items of personal nature for the bus ride. These items will be kept at the responsibility of the camper.**

**Video Viewing Policy**

The children will view movies only on special occasions. Students will take a field trip to the movie theater and will view occasional short clips. These videos are previewed prior to showing and any movie will be Rated G or PG. If you have concern with the movie of choice please speak with the camp director.

If there are any additional questions or concerns about the policies and procedures listed above, please contact the program specialist.

Ohio Department of Job and Family Services  
**CENTER PARENT INFORMATION**  
**REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***