



2024

SUMMER CAMPS

PARENT / GUARDIAN INFORMATION GUIDE



THE CITY OF
COLUMBUS
RECREATION AND PARKS

CONTENTS

WELCOME!.....	4
WHO WE ARE	3
Mission Statement.....	3
Vision Statement	3
CAMP INFORMATION	3
Camp Hours and Dates	3
Camp Forms.....	3
Camper Drop-off and Pick-up	4
Refund Policy	5
Dress Code	5
Expectations for Campers and Adults.....	5
CAMP RULES.....	6
Rules	6
3-Step Discipline Procedure	6
Parent/Camper Interaction.....	7
What to Bring To Camp	7
What Not To Bring To Camp	7
Breakfast, Lunch and Snacks	7
Medications	8
Medication Policy.....	8
Medication Procedures	8
PHOTOS/VIDEOS.....	9

Welcome!

Dear Parent/Guardians & Participants,

Thank you so much for choosing Columbus Recreation and Parks for your summer fun adventure! If your camper is returning this year, anticipate another summer of FUN. If your camper is new to our summer camp experience, expect them to make a lot of friends and have a great summer experience they will never forget.

We have a variety of activities planned to keep your camper engaged, including: games, crafts, sports, arts and nature education and STEM activities. Please take a moment to read through the following information, and discuss it with your camper so everyone is prepared for a safe and fun summer!

THANK YOU for entrusting your child to us. We commit to provide the best care possible, while creating a fun place for your child to experience new concepts and ideas – about themselves and the world around them.

This information guide will help you prepare for our day camps. We encourage you to read it and to go over the information with your child. If you have any questions, please contact the appropriate site camp director.

Sincerely,

Kenton B. Curtis, Jr.
Assistant Director – Community Centers Division

Who We Are

Mission Statement

We connect the people of our community through the power of nature, wellness and creativity.

Vision Statement

A Socially Equitable City

Camp Information

Camp Hours and Dates

Campers may be dropped off no earlier than 7:30 a.m. and must be picked up by 6 p.m. Camp sessions are:

- | | |
|-------------------------|----------------------------|
| • Week 1: June 10 - 14 | Week 5: July 8 - 12 |
| • Week 2: June 17 - 21* | Week 6: July 15 - 19 |
| • Week 3: June 24 - 28 | Week 7: July 22 - 26 |
| • Week 4: July 1 - 5* | Week 8: July 29 - August 2 |

**All programs and centers will be closed Wednesday, June 19, and Thursday, July 4, for the holiday.*

Camp Forms

Columbus Recreation & Parks is proud to announce the adoption of ePACT Network, a health and safety software to better support all our members and make it easier to submit critical data securely! ePACT is a secure digital solution that allows you to quickly share the health and emergency information we need, and also provides us with powerful communication tools to ensure we have a way to message you in the event of an illness, injury, or larger scale emergency. You will receive an email invite to share your information after registration is complete.

Camp Information – cont'd

Camper Drop-off and Pick-up

When You Arrive:

- Campers must be signed in and out daily, noting the time. Parent or guardian must physically come into the center/sign-in area.
- Campers will only be released to those adults listed on the Information and Waiver Form: parents, guardians, emergency contacts and Authorized Escort List.
- Anyone picking up a camper will be required to show identification.
- In case of special custody arrangements, please provide documentation so the staff is informed and can respond appropriately. All documentation will be kept confidential.
- Campers must be picked up by 6 p.m.

Late Pick-Up Fees

- **A late fee of \$10 will be charged for any camper picked up from 6 pm - 6:15 p.m. An additional \$1 will be charged for each minute after. This fee is per camper.**
- Late Fees must be paid before the camper can return to camp.
- Chronic late pick-ups may result in removal from the camp without refund.
- Camp staff will make every attempt to contact the parents/guardians and the emergency contacts if camper is not picked up by 6:15 p.m.
- If after one hour of no contact with parents, guardians or emergency contacts, Franklin County Children Services will be called to pick up the camper.

Camp Information – cont'd

Refund Policy

To receive a refund, a request must be submitted online at [Summer Camps | Columbus Recreation and Parks Department \(columbusrecparks.com\)](https://columbusrecparks.com/SummerCamps) Click on “Refund Policy” to get started. CRPD will not honor any refund requests submitted after May 15th, unless there are extenuating/unforeseeable circumstances that arise. Refunds take six to eight weeks to process. A \$15 processing fee will be assessed for each refund request.

Dress Code

- Comfortable clothing that is appropriate for active play and approved for getting dirty. Campers will participate in physical activities so dresses and skirts are not recommended.
- Clothing that is appropriate for the day's weather. Campers may be outside on cool and hot days.
- Closed-toe shoes only; preferably sneakers. Sandals and flip-flops are not permitted.
- Pants and shorts must be worn at the natural waist. Shirts must reach the waistline, and shoulders must be covered. Short-shorts should be avoided.
- Clothing must be free of words, slogans or images that are inappropriate, including drugs, sex or alcohol, vulgar or offensive language, racially-charged or insensitive content, suggestive imagery, bias toward any group or individual, and symbols related to gangs/gang membership

Expectations for Campers and Adults

- Campers need to participate in all activities.
- If your camper is not feeling well, please have him/her stay at home. If a camper becomes sick while at camp, they will be moved to an isolated area until they are picked up. Parents will be called to pick up the camper as soon as possible.
- Never leave your child(ren) until you have signed them in, and they have been received by camp staff.
- Parents must provide support in addressing their child's behavior.
- Please communicate with camp staff so that they can make this summer the best experience for your camper.

Camp Rules

Camp Rules

Every camper is expected to follow all camp rules. Failure to follow these behavior guidelines will result in disciplinary action.

- Each camper will treat everyone at camp with respect and consideration. Intimidation, bullying, verbal, emotional or physical abuse, or destruction of property will not be tolerated.
- Physical aggression and/or sexual or sexual suggestive behavior is not acceptable and will not be tolerated.
- Alcohol, illegal drugs, smoking or tobacco products, e-cigarettes or Juuls, matches, lighters, fireworks and other items that are deemed inappropriate are not permitted at camp.

3-Step Discipline Procedure

Campers failing to follow the rules and regulations will be subject to our 3-step discipline procedure as outlined below.

1. Verbal warning with parent/guardian notification (documented)
2. Written warning to both participant and parent/guardian
3. Conference with participant and parent/guardian

If the camper fails to comply with camp rules and regulations and the 3-Step Discipline Procedure has been implemented, the camper can be suspended from that camp as well as all other Columbus Recreation and Parks Department Summer Programs for the remainder of the summer. If a camper is suspended from a summer program, they must have a parent or guardian pick them up immediately.

Refunds will not be given for campers who are sent home for disciplinary reasons.

Each camp director reserves the right to suspend any camper without implementing the 3-Step Discipline Procedure if he/she feels the offense is a threat to the health, safety or wellbeing of any camper or staff member.

Camp Rules – cont'd

Parent/Camper Interaction

Parents must notify staff of any altercations between campers so they can handle the situation. Parents are not to approach or attempt to discipline campers other than their own.

What to Bring To Camp

- Bag or backpack to keep personal items (please label on the inside)
- Sunblock (please apply before your child arrives at camp)

What Not to Bring To Camp

- Items of value, including money
- Weapons of any kind (see camp rules)
- Digital devices - phones, tablets, smart watches, fitness trackers, hand-held gaming devices, etc.
- Glass containers

Camp staff is not responsible for any lost or stolen items.

Breakfast, Lunch and Snacks

Campers who arrive by the designated breakfast time will be provided breakfast.

- Lunch will be provided through the *Go, Lunch!* Program.
- Snacks will be provided.
- All meals provided by the City will be free of peanuts, tree nuts and pork. Meat items are turkey-based.
- Menus will be posted at the check-in area. Your child may choose to pack meals, however, refrigeration will not be provided.
- If your child has a food allergy, please notify staff as we cannot control what other campers pack for their lunches/snacks.

Please note: Tennis and Police & Fire camps do not provide meals. Please pack lunch and snacks for your camper. Refrigeration is not available.

Medications

Medication Policy

Columbus Recreation and Parks Department staff shall not administer medication to participants. All medication taken by participants shall be self-administered, and no resident taking regular medication shall be registered in our programs unless the resident is capable of taking his/her own medications, or a parent/nurse/guardian is available to administer the medication.

Staff may:

1. Remind the participant when to take medication, and watch to ensure that directions on the container are followed.
2. Assist a participant in the self-administration of the medication by taking the medication from the area where it is stored and handing it to the participant.

Medication Procedure

- Parents will provide all medication for the registered session to an on-site staff member, in the original container with the directions for dosage clearly written on the container.
- Medication will be kept in a locked container in a central location.
- A daily medication log will be kept with the following information:
 - Participant's name, medication and dosage.
 - Total amount of medication available at the start of the day and total amount available at the end of the day.
 - Initials of the participant when they self-administer their medication.
 - Initial of staff member present when the medication was self-administered.
- Campers are permitted to carry Epi-Pens and inhalers, but they must be administered in the presence of a staff member.

Photos/Videos

Camper Pictures and Videos

- Your child's picture or video may be used for the Department's communications team unless you oppose. If you do not want your child's likeness to be used, be sure to initial the appropriate line on the Camper Information and Waiver form.
- Campers are not permitted to take pictures or videos of other campers for the privacy of all campers.

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