

CITY OF COLUMBUS
RECREATION AND PARKS DEPARTMENT
OUTDOOR EDUCATION
PARENT/GUARDIAN INFORMATION GUIDE



WELCOME

Thank you for choosing Columbus Recreation and Parks Department for your camper's summer destination for fun, adventure and exploration! We have a variety of activities planned to keep your camper engaged, including games, crafts, sports, arts and outdoor education. 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. We look forward to providing a safe and positive experience for your camper!

OUR PURPOSE

Mission Statement

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

Vision Statement

A Socially Equitable City.

Purpose Statement

To foster appreciation for nature through providing education, access, and experiences in the outdoors.

CAMP INFORMATION

Camp Forms- ePact

Columbus Recreation & Parks utilizes 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'll receive an email invite to share information with Columbus Recreation & Parks after camp registration.
- Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- Enter the required information, like medical conditions, and share it with Columbus Recreation & Parks so that program staff have access
- To save you time - With ePACT, you only need to complete your child's information once, and then verify that it is still correct for additional programs or subsequent years

- (which can be done in just two minutes)! And if you need to update something quickly, just log in and update it and we'll be notified immediately.
- To eliminate high-touch processes- Collecting data electronically and checking members in /out using contactless methods that ePACT offers means a significant reduction in close human contact and shared items like pens and paper sheets.
- For better security & privacy- ePACT's high encryption levels and commitment to security means your data on ePACT is safer than on paper- where it can be misplaced or accessible to people who shouldn't have access to it. ePACT allows us to limit and track access.
- **This form MUST be complete by May 1. No camper will be admitted to camp without a completed form.**

Camp Hours and Dates

Indian Village & Camp Terra:

- Drop- Off: 8 am- 9 am
- Camp Day: 9 am- 4 pm
- Pick- Up: 4 pm- 5:30 pm

Teen Conservation Camp:

Drop-Off: 8:30-9:00 am
Camp Day: 9 am- 4 pm
Pick-Up: 4:00-4:30 pm

Reservoir Quest:

- AM Session: 9 am- 12 pm
- PM Session: 1 pm- 4 pm

Gram & Gramp Camp

Camp Day: 9 am- 3 pm

Session Dates:

- | | |
|-----------------------|---------------------------|
| • Week 1: June 10-14 | Week 6: July 15-19 |
| • Week 2: June 17-21* | Week 7: July 22-26 |
| • Week 3: June 24-28 | Week 8: July 29- August 2 |
| • Week 4: July 1-5* | Week 9: August 5-9 |
| • Week 5: July 8-12 | Week 10 : August 12-16 |

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

Outdoor Recreation Contact Information

- Camps will be accessible via the camp director cell lines.
 - *Camp locations not listed below will receive director contact info prior to camp.*
- Main Camp Office: OutdoorEducation@columbus.gov 614-645-3380
- Camp Terra Director: Leah Akers; LMAkers@columbus.gov 614-359-3477
- Indian Village Day Camp Director: Sydney Duvall; SADuvall@columbus.gov 614-813-6897
- Administrative Manager: Kasey Unser; KEUnser@columbus.gov 614-273-4524

Camper Pick-up and Drop-off

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 custody issues, please provide documentation so the staff is informed and can be aware of any potential issues that may arise. All documentation will be kept confidential.
- Camp Terra & Indian Village – Drop-off 8:00 am- 9:00 am. Pick-up 4:00 pm- 5:30 pm
- Discover Boating & Teen Camp- Drop-off 8:30 am- 9:00 am. Pick-up 4:00 pm- 4:30 pm

Late Pick-Up Fees

- **A late fee of \$10 will be charged for any camper picked up after the designated pick-up time. 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.
- Camp staff will make every attempt to contact the parents/guardians and the emergency contacts.
- 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.

Refund Policy

Cancellation & Refund Requests:

To receive a refund, a request must be submitted online at Summer Camps | Columbus Recreation and Parks Department (columbusrecparks.com) 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 are encouraged 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

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 sexual or 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. Weapons will not be tolerated. Weapons are any item that can cause physical harm including, but not limited to: knives, metal knuckles, nunchucks, guns, rifles or other firearms, as well as any object that can be used as a weapon. Weapon and drug/smoking paraphernalia are not permitted.
- Stealing of any kind will be not be tolerated.
- Camper attire must be camp-appropriate. Clothing that is soiled, torn, revealing or displays inappropriate slogans or message cannot be worn. Pants must be worn at the natural waist (no sagging).

- Cussing, swearing and inappropriate language is not acceptable and will not be tolerated.
- For safety reasons, campers must stay with their group at all times.

Social Emotional Learning at Camp

Outdoor Education believes that social and emotional skills are important for our youth to learn. We have worked to involve social and emotional skills throughout our week in programming. Camp is a safe and supportive environment where campers can learn context for their emotions/feelings through activities such as: team competition, adventure activities, camp group time, interactions with others and trying new things. We want to help campers explore their emotions/feelings at camp in a safe environment until it becomes a safety concern for themselves or other campers, volunteers, and staff.

Discipline Procedure

- First Warning – Child receives a notification of inappropriate behavior from the counselor who helps to guide to corrections.
- Second Warning – Child receives a timeout within their group.
- Third Warning – Child receives a timeout in the office, and a parent is called.
- Fourth Warning – Child is sent home for the remainder of the day.
- Fifth Warning – Child is sent home for the remainder of the week (no refund).

If the camper fails to comply with camp rules and regulations and the 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 Discipline Procedure if he/she feels the offense is a threat to the health, safety or wellbeing of any camper or staff member.

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, must be able to self-apply)

- Bug Spray (must be able to self-apply)
- Water bottle
- Snack
- Lunch (Not required, lunch is provided at some locations)
- Weather appropriate clothing
- Change of clothes and shoes
- Closed-toed shoes
- Rain jacket

*Please put your child's name of their items so we can return lost and found items.

What Not To Bring To Camp

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

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

Lunch and Snacks

- Lunch & Afternoon Snack will be provided through the *Go, Lunch!* Program.
- 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: Reservoir Quest must pack lunch and snacks for your camper. Refrigeration is not available.

Age Policy

There are no exceptions to our age policies. Your child must be the age that the camp location requires by the start of the session.

Camper Groups

Campers are assigned to groups based on age. Camp is a great place to meet new friends! Unfortunately we are not able to accommodate group/friend requests.

Camp Activities and Themes

Throughout the week camper groups will follow a schedule of activities, which include field games, conservation education activities, adventures recreation activities and crafts. Each week's theme will include special activities related to the theme.

Archery and Canoeing

Campers who are 8 and older will have the opportunity to participate in archery and canoeing. These activities are weather dependent and may be canceled or reschedule.

Waiting List

If a spot becomes available, and you are next on the waiting list, you will be notified by phone. You will be given 72 hours to respond before your spot is offered to the next person on the list. Make sure you have a current phone number linked to your ActiveNet account to receive notification.

Inclusion Support

We want all campers to have a safe, fun, and successful week at camp. To help ensure that, CRPD offers inclusion support

Accommodation requests are not required to participate in camp programs, however, all campers are required to meet the minimum participation guidelines and desired behavior expectations of the camp. One-on-one staffing is not provided, however, campers may bring their own support person, who must pass a criminal background check.

- Inclusion support may be requested through the medical waiver form on ePact.
- Please reach out to our office with any questions outdooreducation@columbus.gov, 614-645-3380

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 Procedures

- 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.

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.