



## ***Pulaski County Parks and Recreation***

### ***2018 Jr. Cougar Day Camp***

***Weekly Sessions: June 7<sup>th</sup> through July 27<sup>th</sup>***

***Boys and Girls***

***Current 6<sup>th</sup> and 7<sup>th</sup> graders***

- **ELIGIBILITY:** To be eligible for entry, campers must have been enrolled in 6<sup>th</sup> and 7<sup>th</sup> grade during the current school year (2017-2018); entering 7<sup>th</sup> or 8<sup>th</sup> grade in the fall.
- **CAMP DURATION:** Junior Cougar Camp will begin Monday June 4<sup>th</sup> and occur Monday through Friday for a total of 7 weekly sessions ending on Friday, July 27<sup>th</sup>. There will be no camp session July 2 – 6. Structured camp time runs from 8:45am to 4:00pm; however, unstructured early drop off and late pick-up runs from 7:30 am until 5:30pm.
- **CAMP COST:** Full-time attendance is \$100 weekly regardless of attendance; this cost includes all fieldtrips. **There is no partial or part-time Junior Cougar Camp rate.**
- **REGISTRATION TIME FRAME:** Camp registration runs from early March through May 18<sup>th</sup> and takes place on a first come, first serve basis of the registration paperwork and deposit. Jr. Cougar camp is limited to 20 participants per weekly session. **Your registration paperwork and deposit hold your spot for the weeks that you sign up for only.** Once enrollment is full for any week, applicants will be placed on a wait-list at the discretion of the Camp Director until openings are identified.
- **DEPOSIT FEE:** A sign-up deposit fee of **\$30.00** must accompany your registration form(s) prior to acceptance into camp. The \$30 will be applied toward your first week's payment.
- **REGISTRATION AND CONFIDENTIALITY:** The application and forms included in this packet of camp information must be thoroughly read and completed by the parents/guardians prior to camp entry. Proper documentation and paperwork concerning youth enrolled in camp will be accessible to each staff member but will be kept confidential. **Please send application back via postal mail or hand deliver to park due to having original signatures on required forms.**

***Information included in this packet is as follows:***

**Pages 1 - 4:** Summer Camp Information (***keep for your information***)

**Page 5:** Summer Camp Registration Form (***Turn in with your \$30.00 registration fee***)

**Page 6:** Discipline Policy (***Turn In***)

**Page 7:** Attendance Verification Form (***Turn In***)

**Page 8:** Parental Authorization Form (activity, field trip, and medication) (***Turn In***)

**Page 10:** Application Checklist and Method for Returning Registration Information

## **Jr. Cougar Camp General Information** (Keep for your records)

*Camp registration is limited and is on a first come first served basis.*

***Deadline for returning forms is May 18th.***

***Jr. Cougar camp is limited to 20 campers per session.***

*Any forms returned after May 18th will be wait-listed until openings are confirmed by the Camp Director.*

*Pulaski County does not discriminate on the basis of race, creed, disability, national or ethnic origin.*

- 1) **Camp times:** Structured camp time runs from 8:45am to 4:00pm; however, unstructured early drop off and late pick-up runs from 7:30 am until 5:30pm. Drop-off and pick-up will take place at the **Randolph Park gazebo shelter (just past the large shelter)**. Due to transportation leaving for daily activities, campers must be checked in prior to 9am; however, kids may not be dropped off before 7:30am; sorry, no exceptions!
  
- 2) **Drop off and pick up:** To ensure child safety, **parents must physically come to sign in and out for their child each day (NO EXCEPTIONS)**. Parents may not drop off kids without signing in. Staff members are very mindful that camp activities occur outdoors and they diligently watch other park patrons and notify proper personnel of any suspicious individuals or activity. Parents must be aware that we do not allow anyone checking kids out of camp that have not been authorized in writing or verbally by the proper parent in charge.
  - Parents and other adults picking children up are required to present picture identification until camp staff become familiar with adults. Please note that this is a requirement for the safety of all campers, **we encourage all adults to bring picture identification every day during pick-up.**
  - Any children checked in after transportation has left will remain back with the lower camp (group 6). If a pattern of this behavior is established, the child will be removed from the Jr Cougar camp.
  - There will be a \$1.00 per minute additional fee charged for children picked up after 5:35pm (a five minute grace is given).
  
- 3) **Fee Structure:** Junior Cougar Camp costs are \$100 per week. Due to limited space, we ask for two week notice of cancellation of any session registered for; if notice is not given, you may be charged for attendance at the discretion of the Summer Camp Director.
  - **There is no pro-rated tuition for Junior Cougar Camp if you choose to attend on a part-time basis, nor are there scholarships for Junior Cougar Camp**  
All checks are made payable to **“COUNTY OF PULASKI”**.

*NOTE: The County of Pulaski **does not** provide year-end report forms to parents regarding camp payments for tax purposes. It is the responsibility of the parents to keep weekly receipts given by camp staff for tax credit. However, a tax identification number will be given by staff during the last week of camp.*
  
- 4) **Invoices will be sent out weekly on Fridays and payment is expected in full on the following Monday or the next day of attendance.** If payment is not received by the following Friday, the child will be suspended from camp until the account is brought current.
  
- 5) **Required Forms:** Parents must thoroughly READ, complete, sign, and turn in all required forms included in this document. *Parents with multiple children must fill out separate forms for each child.* These are as follows:
  - Page 5 Registration form
  - Page 6 Discipline Policy
  - Page 7 Attendance Verification
  - Page 8 Parental Authorization Form

- 6) **STAFF:** All summer camp staff are properly screened, trained, and approved for work with children. Junior Cougar staff members are trained in CPR, first aid, and lifeguard procedures. Staff members work under the direct supervision of the Summer Camp Director.
- 7) **What to bring to camp:** All activities take place outside so please dress campers appropriately. Come dressed for mess and outdoor activity!
- **Appropriate attire includes:** shorts, t-shirt, tennis shoes, and hat or any other articles of clothing deemed necessary for activities taking place during field trips. Parents will be advised of special clothing needs on the activity calendar; if a child is not dressed appropriately for the planned field trip, they may be required to remain back with the lower camp (group 6). A swimsuit and towel will be needed on days planned for water-based activities.
  - **All campers should also bring:** sunscreen and a refillable water bottle for use while on activity trips. Note: Sunburn is a major concern. Our staff will remind campers to reapply sunscreen throughout the course of the day. **It is the responsibility of the parents/guardians to provide sunscreen lotion** and help monitor skin irritations or potential burning. Parents must sign “sunscreen application permission form” for staff to apply sunscreen.
  - Campers may bring a cell phone to communicate with parents, however, these will be stowed in a camp backpack during activities in order to prevent damage or loss.
- 8) **What NOT to bring to camp:** valuables, I-pods or pads, CD players, radios, or any electronic hand-held games. Other items not listed that are determined by staff to be a nuisance will be required to be left at home.
- 9) **Lunches and Snacks:** Jr. Cougar campers will be traveling away from Randolph Park on a day-to-day basis for camp; therefore **campers will be required to bring their own lunches**. Campers may bring a cooler with ice pack for drinks and lunch. We do not refrigerate nor heat foods. Morning and afternoon snacks will be provided prior to leaving and after returning from activities. **We ask that campers bring a refillable water bottle with their name clearly printed on it in order to keep fluids with them during activities.**
- 10) **Camp format:** Jr. Cougar campers will travel as one group of 20 campers with 2 staff counselors and will be supervised by the Summer Camp Director. A typical camp day will consist of free-play activities during check-in from 7:30 – 8:30am; morning snack/meeting and then leaving for activities by 9am. Campers will return to Randolph Park by 4pm and will receive afternoon snack prior to participating in free-play activities during check-out. All activities will be supervised by designated supervisor and staff support personnel. Activities may include but are not limited to hiking, canoeing, kayaking, fishing, and tubing. Campers will also participate in at least one activity that directly benefits the local community.
- 11) **Jr. Cougar Camp Activities:** Activities may include but are not limited to:
- Hiking, Canoeing, Kayaking, Fishing, and Tubing
    - *(Claytor Lake, New River, Gatewood, New River Trail, Cascades, etc.)*
  - Campers will also participate in at least one activity that directly benefits the local community.
  - Educational activities such as visiting local historic places, colleges, places of business
  - Periodic volunteer assistance with the Randolph Park summer day camp
- An activity calendar will be provided to registered campers and parents prior to the first day of camp.***

- 12) Inclement Weather & Emergency Shelter Facility:** Typical inclement weather of concern during camp months consists of general or heavy rains, thunder, and lightning. During immediate emergency weather requiring indoor shelter, campers are moved to the inside of the pool house facility to wait out the storm. Lengthy or forecasted bad weather will require the camp to convene indoors at **Central Youth Center** located at 143 Third Street in Pulaski or **Old Riverlawn Elementary School** in Fairlawn. These are our only county owned facilities capable of housing our camp participants. Parents will be notified in advance or when campers are bused to this facility via Remind (mass text), email, and by Facebook post. Parents will be notified if a child needs to be picked up at Central or ORES or back at Randolph Park. We will provide bus transportation to Central Gym around 9:00am that day and return around 3:30 or kids can be picked up at the specified facility if weather does not permit returning to Randolph Park.
- 13) Medication, Illness and Injury:** It is our camp policy **not** to administer any medication unless it is considered necessary and vital to a child's health. If so, an authorization to give medication form will be signed by the parent stating such authority and type of medication. We are equipped with first aid kits to handle minor injuries. If there is any question that the injury is more serious (not life threatening), we will call parent to seek advice on how to proceed. Of course, serious injuries will prompt immediate Emergency Medical Response (911) and immediate notification of parent(s). Please be respectful of others and remember that camp is not a place for sick children. Keep sick children away from camp until symptoms are back to normal. If a child misses camp due to being sick, the parent must notify staff of illness. If sickness is deemed contagious, parents must tell staff so precautionary measures can be taken with other youth to avoid potential outbreak.
- 14) Contact Information:** Feel free to email us at [RandolphParkSummerCamp@gmail.com](mailto:RandolphParkSummerCamp@gmail.com). Parents may call the Pool Front Desk at 674-1513 and select the option for summer camp. Camp staff are not required to give out personal cell phone numbers to parents but have the option to do so if desired. If non-direct communication from staff is not granted via cell phone, parents may arrange a method of communication with program director if he/she feels current system of land line 674-1513 or email is not sufficient.
- 15) Communication:** Summer camp staff will utilize multiple avenues of communication with camp parents and children this year. We will be actively using a mass text system for those who choose to sign up, a Facebook group page, and email in order to communicate camp updates and information.
- The Facebook group page can be found at [facebook.com/groups/RPsummercamp](https://facebook.com/groups/RPsummercamp) or by searching Randolph Park Summer Camp.
  - You can sign up for text messages by texting @jrcougar18 to 81010. If you signed up for this last year, you do not have to sign-up again this year.
  - The Summer Camp Director can be reached via email at [RandolphParkSummerCamp@gmail.com](mailto:RandolphParkSummerCamp@gmail.com). Due to the new invoicing system, all guardians will be required to provide a valid email address prior to completing camp registration. This email will be used to communicate important information, possible changes to the camp day, and weekly invoices.
- 16) Camp headquarters:** The camp main headquarters will be at the Randolph Park large shelter. On days the shelter facility is reserved by an outside group, we will use an available shelter located in the park. Visible signs will be posted at the large shelter signifying location of campers.

**Jr. Cougar Camp Registration Form** (Turn In)

(If you have more than one child registering, you must fill out a separate form for each child)

**Child's Name:** \_\_\_\_\_

Current age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade child will enter in fall: \_\_\_\_\_

List any chronic physical problems, developmental information, and/or special accommodations needed:

\_\_\_\_\_

List any allergies or intolerance to Food, Medication, etc. and action to take in an emergency:

\_\_\_\_\_

Action to take: \_\_\_\_\_

**Contact Information:**

Parent(s)/Guardian Name(s)/Legal Custodian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Primary Contact & Phone Number: \_\_\_\_\_

Email address (required): \_\_\_\_\_

DO YOU HAVE TEXT CAPABILITY ON CELL PHONE and can we use this method for general communication as needed: Yes \_\_\_\_\_ No \_\_\_\_\_

**Emergency contact information:**

Two people to contact if Parent or Guardian cannot be reached:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Physician: \_\_\_\_\_

In case emergency transport is needed, check your hospital preference below.

Carilion NRV: \_\_\_\_\_ Lewis-Gale Pulaski: \_\_\_\_\_ Other: \_\_\_\_\_

The following are **authorized** to pick up your child: \_\_\_\_\_

The following are **NOT authorized** to pick up your child: \_\_\_\_\_

As the parent or guardian of the child listed above, I agree to authorize the staff to obtain immediate medical care if any emergencies occur when I cannot be located immediately. I understand the staff agrees to notify me immediately whenever my child becomes ill or injured and I will arrange to have my child picked up as soon as possible if requested by the staff.

\_\_\_\_\_, \_\_\_\_\_  
Parent/Guardian Signature Date

Child's name: \_\_\_\_\_

### **Attendance Verification** *(Turn In)*

Please **check** the session(s) your child will be attending:

Week 1: June 4 – 8 \_\_\_\_\_ (\$100)

Week2: June 11 - 15 \_\_\_\_\_ (\$100)

Week 3: June 18 – 22 \_\_\_\_\_ (\$100)

Week 4: June 25 – 29 \_\_\_\_\_ (\$100)

\*July 2 – 6: No Junior Cougar Camp this week\*

Week 5: July 9 - 13 \_\_\_\_\_ (\$100)

Week 6: July 16 – 20 \_\_\_\_\_ (\$100)

Week 7: July 23 - 27 \_\_\_\_\_ (\$100)

\_\_\_\_\_ I am registering multiple children\*. Number of children registering: \_\_\_\_\_

\* In order to qualify for the multi-child discount, all children must be paid for by a single payer (the payer may change from week to week). In the case of multiple children, the child attending Jr. Cougar camp will be billed as the first child.

\*\* There will be no Jr. Cougar Camp during week 5 due to the July 4<sup>th</sup> holiday.

\*\*There is no Jr. Cougar Camp during the weeks of July 31 to Aug. 10.

**Please note:** due to limited space and the cost of field trips, there is no part-time tuition rate for Junior Cougar Camp if you choose to attend on a part-time basis. There are also no scholarships for Junior Cougar Camp.

Due to limited space, we ask for **two week notice of cancellation** of any session registered for; if notice is not given, you may be charged for attendance at the discretion of the Summer Camp Director.

**2016 Jr. Cougar Camp Discipline Policy (Turn In)**

*If you have more than one child registering, you must fill out a separate form for each child  
Parent(s) or Guardian(s) please read carefully and sign:*

The Pulaski County Recreation Department is devoted to helping youth develop positive character traits. We will convey to you some of the rules and give clear definitions of acceptable and unacceptable behavior listed below. Effective discipline permits a child to learn appropriate behavior through consequences that result from inappropriate action. Jr. Cougar Camp will have high expectations due to the extent of travel and activities within the community. If behavior becomes an issue, the child’s parent will be contacted immediately to advice of the behaviors and situation; the staff and parent will meet with the camper to review behavioral expectations. **The Pulaski County Parks and Recreation Department staff reserves the right to suspend and/or dismiss a child from the summer camp program if they** participate in repeated negative interactions after redirection, participate in behavior that could be distracting during transportation, or participate in any behavior that could risk injury to other campers or staff.

**Pulaski County Recreation does not condone:**

- Using any sort of corporal punishment
- Making fun of, threatening or yelling at children, bullying , or using profanity or socially offensive language
- Leaving children unattended

**Participants of Jr. Cougar Camp are not permitted to:**

- Physical or verbal altercations or fighting or bullying
- Using profanity or socially offensive language
- Being rude or discourteous to staff
- Stealing or defacing property belonging to other camp members or Randolph Park
- Bringing any form of weapon or illegal substances to camp

*I have discussed this policy with my child participating in the program.*

*My child understands, agrees and will abide by these rules and adhere to the authority of the staff in charge.*

Camper’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medication Authorization**

***We do NOT administer medication to any camp participant unless it is deemed absolutely necessary to the youth’s health and has been pre-approved by the Director with parental permission.***

I verify that it is medically necessary for my child \_\_\_\_\_ (child name) to take the medication named \_\_\_\_\_ (medicine name). I authorized the summer camp staff to administer the listed medication for \_\_\_\_\_ (number of times) per day.

\_\_\_\_\_  
Parent (Sign ONLY if we are required to administer medication)

\_\_\_\_\_  
Date

## Parental Authorization Form *(Turn In)*

### Media Release

The Pulaski County Recreation Department and Randolph Park Summer Camp periodically uses electronic and traditional media (e.g., photographs, video, audio footage, testimonials) for publicity and educational purposes. By my signature on this form, I acknowledge receipt of this document and I authorize the staff and volunteers associated with the Pulaski County Recreation Department and Randolph Park Summer Camp to use, reproduce, and/or publish photographs and/or video that may pertain to me including my image, likeness and/or voice without compensation. I understand that this material may be used in various publications, news articles, informational materials related to the program, broadcast public service advertising (PSAs), related programmatic efforts, or for other related endeavors.

This material may also appear on Pulaski County Recreation Department and/or Randolph Park Internet Website/or Facebook Page. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, the summer camp director may publish materials, use my name, photograph, and/or make reference to me in any manner that the Pulaski County Recreation Department deem appropriate in order to promote/publicize this effort and related opportunities.

I understand that I will need to notify the summer camp director and the Pulaski County Recreation Department if any changes to my situation occur that will impact this media release permission.

**I have read the above release and am aware of its contents.**

***Participant***

***Signature of parent or Guardian (if under 18)***

I am the guardian of the minor named and hereby agree that we will be bound by this release:

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

### Travel/Activity Release

I give permission for my child, \_\_\_\_\_ to be transported to and from locations and participate in activities within Pulaski and surrounding counties to include the New River and Roanoke Valley from June 4, 2018 through July 29, 2018 in connection with the Randolph Park Junior Cougar Summer Camp. I hereby release Pulaski County Recreation Department and Randolph Park Junior Cougar Summer Camp and all staff associated with the summer camp program from liability, and agree to indemnify it and hold harmless its employees, volunteers, and agents for any personal injuries or loss or damage to property in conjunction with any travel and activities done during the Junior Cougar Summer Camp program.

Signature of Parent or Guardian (if under 18) \_\_\_\_\_

Date: \_\_\_\_\_



## **Application Checklist and Method for Returning Information**

**Application Deadline is May 13th;** any applications received after the 13<sup>th</sup> will be placed on the wait-list until openings are confirmed by the Camp Director.

**Applications will be taken on a first come first serve basis.**

Jr. Cougar Camp is limited to 20 participants per session.

*Proper documentation is required and the following is a list of items you **must** have submitted prior to your child attending camp.*

**1. Thoroughly read and keep pages 1 - 4 for your information.**

**2. Fill out and Return:**

(If you have more than one child registering, you must fill out separate forms for each)

- **Page 5 Registration form**
- **Page 6 Attendance Verification**
- **Page 7 Discipline Policy**
- **Page 8 Parental Authorization Form**
- **Include \$30.00 Registration Fee** (all checks made payable to “County of Pulaski”)  
(If registering more than one child, you can only pay \$30 total. You do not need to pay \$30 per child)

**3. We prefer that you mail your information to Randolph Park at the address listed below.**

*(Do not email your completed forms)*

*Or you may bring them to the park office located at the pool house facility.*

**Randolph Park  
5100 Alexander Road  
Dublin, Virginia 24084**

**4. You will receive an email verification** indicating your information has been received at Randolph Park. If the director is unable to reach you to verify enrollment, your spot will be forfeited.

**(A valid email address is required and must be clearly printed on your child’s registration form, page 5)**

*Once you receive verification, you just need to bring your child to camp at the large shelter on the first day you have registered.*

**5. For more information**

*You may contact the Summer Camp Director, Rachel Parker, at  
RandolphParkSummerCamp@gmail.com.*