



## *Pulaski County Parks and Recreation*

### 2019 Randolph Park Summer Day Camp

*June 3<sup>rd</sup> through August 2<sup>nd</sup>*

*Boys and Girls*

*Current grades K-5*

- **ELIGIBILITY:** To be eligible for entry, campers must have been enrolled in **Kindergarten through 5<sup>th</sup> grade during the current school year (2018 - 2019)**. Current 6<sup>th</sup> and 7<sup>th</sup> graders are not eligible for the Randolph Park Summer Camp, but can register for Junior Cougar Camp.
- **CAMP DURATION:** Camp will begin Monday, June 3<sup>rd</sup> and occur Monday through Friday for a total of 9 weeks ending on Friday, August 2<sup>nd</sup>. Structured camp time runs from 9:00 am 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 (4 or 5 days a week) is \$65 weekly. Part-time attendance (1 – 3 days a week) is \$39 weekly.
- **REGISTRATION TIME FRAME:** Camp registration runs from March 1 through May 17<sup>th</sup> and takes place on a first come, first serve basis of the registration paperwork and deposit. Any registration forms turned in after May 17<sup>th</sup> will be wait-listed at the discretion of the Camp Director until registration numbers are verified.
- **DEPOSIT FEE:** A nonrefundable 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. If you are registering more than one child, you only need to pay \$30 total, NOT \$30 per child. *Again, this is applied toward your first week fee!*
- **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. **Send application back via postal mail due to having original signatures on required forms.**

*To request a camp packet email:*

***randolphparksummercamp@gmail.com***

*or*

***sdunnigan@pulaskicounty.org***

**You must include your child's/children's name(s) and current grade level on the email**

## Summer Day 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 17<sup>th</sup>.***

*Any forms returned after May 17<sup>th</sup> 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 9:00 am to 4:00pm; however, unstructured early drop off and late pick-up runs from 7:30 am until 5:30pm. Kids may not be dropped off or signed in 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 parent/guardian who completed and signed the camp application.
  - 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.**
  - Under no circumstances will children be permitted to be dropped off prior to 7:30am.
  - **Any children being dropped-off at camp after 9:15 am must bring a packed lunch because they will not be included in daily lunch counts.**
  - 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:** Camp costs are \$65 for campers attending full-time (4-5 days weekly) and \$39 for campers attending part-time (1 – 3 days weekly).
  - Multi-child discounts are available as follows:
    - ***Full-time attendance:*** first child: \$65, second child: \$55, third child: \$45.
    - ***Part-time attendance:*** first child: \$39, second child: \$33, third child: \$27.
  - Children attending summer school will be considered part-time campers while attending both. 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 and invoices given by camp staff for tax credit. However, a tax identification number will be given by staff during the last week of camp and will be sent out via email at the beginning of tax season.*
  
- 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 camper 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 (for swimming sunscreen, medication, and field trips)

- 6) **STAFF:** All summer camp staff are properly screened, trained, and approved for work with children. Staff members are trained in CPR and First Aid. 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, hat, and swimsuit. Campers must bring a towel, sunscreen, and a **refillable water bottle with the camper's name clearly printed on it.**
- Note: Sunburn is a major concern. Our staff will make sure all campers have applied sunscreen. **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 cooler with ice pack for drinks and extra food. We do not refrigerate nor heat foods. All camp items are required to have the child's name or initials written on these including clothes. We go through lost and found on a daily basis and normally collect several unclaimed items.
  - Campers are allowed to bring some money for concessions while at the pool, but money should not be excessive. For younger campers, counselors can hold money only if it is in a ziploc bag with the child's full name and group clearly printed in permanent marker.
  - Campers may bring card games and small toys for use during unstructured times during drop-off and pick-up, however these items must be put away at the start of the daily morning meeting. Camp staff members are not responsible for any items lost, stolen, or broken.
- 8) **What NOT to bring to camp:** Gum, 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. Campers may NOT have cell phones unless required by parent due to an emergency or medical condition.
- 9) **Lunches and Snacks:** Randolph Park Summer Camp provides morning and afternoon snacks and water from a portable cooler as needed. **We ask that campers bring a refillable water bottle with their name clearly printed on it in order to keep fluids with them during afternoon activities.** We will be providing warm lunches brought to the campers from the PCHS cafeteria each day and communicate lunch menus to the camp facebook group as well as via email. **Lunch counts are submitted to the PCHS cafeteria at 9:15am daily; any campers arriving after that time are required to bring a packed lunch** because they will not be included in the lunch count for that day. Based on the end date for the school summer meals program, there is a possibility that we will not provide lunches during the first and last weeks of camp. If this is the case, you will be notified and required to pack a lunch during those weeks.
- 10) **Camp format:** There will be a designated camp staff supervisor for your child's group. Groups will be as divided by rising grade level: 1<sup>st</sup> through 6<sup>th</sup> grade (6 groups). A typical camp day will consist of free-play activities during check-in from 7:30 - 9:00am, swimming until 11:45, reporting to lunch at large shelter for approximately 45 minutes, and beginning afternoon activities around 1:00. There will be organized activities as decided upon by the age group supervisor as well as free play opportunities. All activities will be supervised by designated supervisor and staff. Activities may include but are not limited to arts/crafts, playground time, organized sports play, educational/cultural lessons, and other activities as deemed appropriate.

**11) Field Trips:** Parents will be notified in advance prior to taking field trips. A separate permission form may be required. A small additional fee will be required for field trips – this fee cannot be waived. All field trips will return campers to Randolph Park by 4 pm.

**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. Forecasted inclement weather for long periods of time will require the camp to convene indoors at **Central Youth Center** 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 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.

**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/guardian 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 ask to speak with the Summer Camp Director. Parents can also text the Summer Camp Director using the Remind App once they have signed up.

**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. Camp staff are advised not to give out their personal cell phone number to parents for camp communication.

- 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 @rpcamp19 to 81010. If you signed up for this last year, you are already signed up for the service this year. This service also allows for text communication to the Camp Director.
- The Summer Camp Director can be reached via email at [RandolphParkSummerCamp@gmail.com](mailto:RandolphParkSummerCamp@gmail.com). Due to the new invoicing system, all applications will be required to have 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 headquarters will be at the large picnic shelter (with the stone fireplace). During morning swimming hours, camp will be at the water park facility. There are days in which the shelter is reserved by an outside group and we will move check in or out to another location within the park. Any changes to where pick up or drop off will be conducted will be communicated via email, text, and posted on the FaceBook group.