

City of Renton - Day Camp Parent Manual



SUMMER DAY CAMP LOCATIONS AND CAMP HOURS

(Ages 5 to 13)

Monday – Friday, 7:00 am - 6:00 pm

Core Camp hours are 8:30 am – 4:30 pm

Camp Discovery (Ages 5 & 6)

North Highlands Neighborhood Center
3000 NE 16th St

Mighty Mites (Ages 7 & 8)

North Highlands Neighborhood Center
3000 NE 16th St

Adventure Seekers (Ages 9 & 10)

Highlands Neighborhood Center
800 Edmonds Avenue NE

Explorers (Ages 11, 12, & 13)

Highlands Neighborhood Center
800 Edmonds Avenue NE

**For more information regarding these Summer Day Camps, please contact:
Tom Puthoff at 425- 430-6766 or tputhoff@rentonwa.gov**

FINANCIAL RESPONSIBILITIES:

Registration for all Day Camps is accepted on a first come first served basis.

For all camps, payment may be made in full, or a space may be held by pay the “Day Camp Activity Fee” (a non-refundable and non-transferable fee) for each session registered. If additional sessions are reserved with a “Day Camp Activity Fee”, parents are required to authorize debit/credit withdrawals (auto-pay) for payment of weekly camp balances. These withdrawals will automatically occur two (2) weeks prior to the session(s) campers are attending.

If the payment deadline is not met, or if your child does not attend the first day of camp without prior notice, your registration may be withdrawn and your spot will be made available to the first person on the waiting list.

It is the responsibility of the cardholder to notify us if the card on file is no longer valid. Automatic debit/credit payments which are declined by the financial institution may be subject to a Non-Sufficient Funds Fee imposed by the City of Renton and your child may be withdrawn from camp and the City of Renton collection process implemented.

REFUND POLICY

Refunds for camp fees will be granted when a written request is received no later than two weeks prior to the start of each camp session. Full refunds will be made for any session that is canceled by the City of Renton.

LATE FEE CHARGES:

Parents will be billed a late pick up fee of \$5.00 (minimum) and then an additional \$5.00 for every five (5) minute block past the day camp’s closing time.

WAITING LIST:

- **If your desired camp is filled, you will be placed on the waiting list.**
- **We will make every effort to accommodate those on the waiting list. When, and if, an opening becomes available, we will go to the waiting list to fill the camp.**

CAMP LEADERS:

Our camp staff consists of enthusiastic, experienced individuals who have worked with children in a variety of settings. In addition to their previous experience, our staff completes a training curriculum specifically designed to enhance the day camp program. The camp staff receives comprehensive training in the areas of children's games, songs, crafts, team building, communication and supervision. A criminal background check is completed on each camp leader prior to being permitted to work with children.

CHECK-IN / CHECK-OUT:

In order to assure the safety of all campers, a parent or guardian (16 years of age or older) must accompany all campers when arriving and departing the program site. Each child is required to be signed in and out each day they attend camp. The sign-in/sign-out sheet will be located in the entryway of the program site. **For the protection of your child, staff is only authorized to release children to those people (16 years of age or older) who are listed on the Child Information and Registration Form. Identification is required when picking up a child. Changes as to who can and cannot pick up a child must be made in person.** If you are going to pick up your child before camp is officially over, or if someone else is picking up your child, counselors must be given advanced notification. **Children must not be left unattended before staff arrive and open the day camp site. NO EXCEPTIONS!**

CAMP RULES & DISCIPLINE:

Parents, please take some time to discuss the camp goals and behavior expectations with your camper. Our goal is to provide a positive and safe environment that will allow your child to enjoy activities, friends, and adventures.

Expectations are a key factor and very necessary when organizing and maintaining a group of children. Certain limitations and guidelines will be set and enforced in order to have a successful program.

1. Do no damage to person or property. Children must keep their hands and feet to themselves at all times. This means no hitting, biting, scratching, or throwing items at other campers.
2. Children must use words that respect themselves and others. Abusive language and teasing will not be tolerated.
3. Children must remain in supervised areas and follow the Leader's instructions at all times. Children must let their Day Camp Leaders know of their whereabouts when they are not with their group. This includes restroom breaks.
4. Camp staff will utilize a "buddy system" throughout the day camp program.
5. The day camp program revolves around choices. If a camper chooses not to follow the expectations, progressive consequences may include: taking a "time out;" having a privilege taken away; missing an activity; or parents being called for immediate pick up. If necessary, a camper who frequently chooses to disregard the expectations will be placed on probation or removed from the program at the discretion of the Program Director.

It is our goal to help each child develop self-control, as well as respect for others. If you have any questions or concerns regarding our expectations, please contact the Recreation Coordinator. Misbehavior on field trips may result in your child not attending the next field trip. Should any child behave in a manner that threatens the safety of the staff, fellow campers, or themselves, they may be immediately dismissed from the program.

INJURIES:

Our staff will treat all minor injuries, and parents will be notified at the time of pick up. If we feel that the child should receive more comprehensive medical attention, we will notify the parent immediately.

MEDICATION:

Our staff is not permitted to administer prescription or non-prescription medication to children. They may only assist a child who can self-medicate, and then only with written authorization from a physician and parent. This includes Tylenol, cough medicine, allergy medicine, suntan lotion, etc. Any medication that your child takes regularly, or for a temporary condition, must be brought to the site in the original container and be clearly labeled with the child's name and description of medication/physician and dosage. A completed Day Camp Medication form is required. Send only that day's dosage. Please, do not leave medication in your child's possession.

ILLNESS:

Please do not send your child to camp if he/she is feeling sick. Your child will be better served to stay home until he/she is better. Unfortunately, we do not have the staff and facilities to take care of sick children. **If your child is sick the first day of camp, please call and inform the Day Camp staff.** If a child displays symptoms of illness he/she will be isolated and kept comfortable while the parent is notified. Symptoms of illness include fever, active rash, nausea, diarrhea, sore throat, or stomach pain, or he/she is not well enough to follow the day's routine including outside play. If removal from the day camp is warranted, the parent will be notified and asked to pick up the child promptly for the remainder of the day.

If the parents cannot be reached, emergency contacts will be called. If no party can be reached and symptoms persist, the child's physician will be notified and his/her direction followed.

****Please inform the Day Camp Director immediately if your child contracts or is exposed to a contagious disease (i.e. mumps, measles, chicken pox, viral infections, lice). We will immediately post a notice to alert other families. Children being treated with antibiotics for a contagious disease may not return to the program until the danger of infecting others has passed.**

THINGS TO BRING AND WEAR:

- ✓ We ask that you send your child to camp in play/athletic clothes and have them wear tennis shoes. This is to ensure your child is comfortable and safe.
- ✓ Please bring a large sack lunch and a backpack with the camper's name on it to hold camp belongings each day.
- ✓ **On warm, sunny days please ensure that your child has adequately applied sunscreen prior to attending camp. Campers are allowed to bring and apply additional sunscreen during camp sessions, but Recreation Staff are not allowed to assist.**
- ✓ Please leave valuable clothing, jewelry, and money at home. Camp staff will not be responsible for lost or stolen items.
- ✓ Please mark all items with the child's name for easy identification. Clothing left at camp will be placed in the "lost and found." Unclaimed items will be taken to the Clothing Bank at the end of camp session.

THINGS TO LEAVE AT HOME:

- ✓ Campers are asked to not bring toys to camp including cell phones, music devices, video games, etc. Camp staff will not be responsible for lost or stolen items.
- ✓ Campers are **NEVER** permitted to bring items to camp that would interfere with camp being a positive place for everyone. Examples of items not allowed at camp include, but are not limited to; weapons (including a pocket knife), matches or other instruments that can be used as ignition devices, tools, and laptops (including surface and I-Pad devices).

LUNCH/SNACK:

Campers need to bring a water bottle, morning and afternoon snack, and a lunch each day.

FIELD TRIPS:

Each week will feature a variety of theme-based field trips. A City of Renton bus or van, or a contracted bus will provide transportation. We will also be walking to some activities.

EMERGENCY PROCEDURES:

In case of a serious injury or illness, the following procedures will be followed:

- ✓ Call 911
- ✓ Administer First Aid/CPR
- ✓ Contact parent or emergency contact
- ✓ File Accident/Medical Report

ADA Accommodations:

Most City of Renton facilities are wheelchair accessible. The City of Renton provides reasonable accommodations for those with disabilities. American Sign Language (ASL) interpreters are available upon request. For this or other assistance, please call two weeks in advance: 711(TDD) or 425-430-6700.