

# CAMP ALAMEDA 2024 PARENT HANDBOOK

## Camp Alameda Parent Handbook

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*Description*

Dear Parent or Guardian, Welcome to Camp Alameda!

Camp Alameda seeks to provide a safe, fun-filled, creative and educational day camp in which children can create new friendships and experience personal growth.

Camp Alameda's organized activities run from 9:00am-3:30pm with early drop off as early as 8:00am and late pick up as late as 4:30pm. Late pick up is available until 5:00pm when you register your child for this option.

Parents also may do local pick up and drop off if they need to take their child to a doctor's appointment or any scheduled activity. However, they must sign the child in and out through the Camp Counselors sign in/out sheet. Any drop offs after 9:00am need to call the Alameda Park Office (724-284-5383) so the Camp Counseling Staff can be notified. Please expect a 5-10 minute delay for meeting you at the gate, depending where staff is located in the park.

Counselors:

All camp counselors have Child Abuse Clearance, Criminal Background and FBI Clearance. All staff is also certified in CPR and First Aid.

### SIGN IN/SIGN OUT INFORMATION

Please remember to sign in and out on the arrival and departure sheet located at the Odd Fellows Gazebo! Since the sign in/out sheet serves as the main accounting system in the event of an emergency, signing the log is essential every morning at Camp Alameda.

- When a child arrives at Camp Alameda, parents and children must "check in" with a staff member.
- An adult must park at the designated spot in the Odd Fellows Gazebo Parking Lot upon arrival, so that both adult and child make contact with a staff member.
- Children should never be dropped off any place other than the designated shelter.

### PICK-UP/DROP-OFF PROCEDURES

Your child will be released only to the persons designated on the application form. (This would include grandparents, aunts, uncles, etc.) If you have a court order restraining a parent from picking a child up, we must have a copy of that on file. Be sure that all designated people, including the parent/guardian, are prepared to show photo identification. These changes are done in the interest to keep our campers, counselors, and parents safe!

1. Parents/Guardians Must Stay in Vehicle for Pick-Up/Drop-Off
2. Parents/Guardians are requested to have their Photo IDs ready
3. After 9:00am and until 3:00pm the gates will remain shut. Please park your vehicle in the First Responder Pavilion Parking area contact the park office at 724-284-5383 and we will contact the camp counselors for you to receive your child(ren).

### DELAY RELEASE OF CHILDREN

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The Camp Counseling staff reserves the right to delay the release of a child to a parent, guardian or any other adult, if they have reasonable cause to believe the adult is impaired by alcohol and drugs, or is in any way incapable of assuming responsibility for the child including not having a car seat in which to transport the child. Staff shall confer with their immediate supervisor or contact emergency names listed in the child's file in order to make an appropriate determination regarding the release of the child.

- You may call the Butler County Parks and Recreation Office (724-284-5383) and authorize a person not on the Emergency Contact list to pick the child up verbally and we will provide the information to our staff.

## ILLNESSES

If a child has any of the following signs of symptoms of illness, he/she shall be immediately isolated and discharged to their parent or guardian:

- Temperature of 100.4 degrees (f), when in combination with any other signs of illness
- Diarrhea
- Any COVID-19 Symptoms please stay home
- Untreated infected skin patches (rash)
- Vomiting
- Sore Throat or difficulty in swallowing
- Evidence of lice, scabies, or other parasitic infestation
- Communicable and contagious diseases such as chicken pox, measles, mumps, pink eye, etc.

Please note: we will NOT administer fever-reducing medication to keep a child's fever below 100.4 degrees (f) in order to stay in care.

## RETURNING TO CARE

A child may be admitted back into childcare if following statements are true:

- Child has been symptom free for 24 hours without medication
- Vomiting has stopped for 24 hours and child can eat and keep food down
- If sent home for diarrhea, last bowel movement needs to be normal.
- If a child is experiencing COVID-19 symptoms follow current CDC Guidelines.
- A doctors note may be requested before returning to Camp Alameda.

## ADMINISTRATION OF MEDICATION

Please email [jbarthol@co.butler.pa.us](mailto:jbarthol@co.butler.pa.us) or [ahelmsta@co.butler.pa.us](mailto:ahelmsta@co.butler.pa.us) for specific instructions regarding medication.

A written plan of the medication(s) must be provided to the Park Department and a procedure will be set into place. This will not be received by the counselors until the park department has discussed the medications with the guardian(s).

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## EMERGENCY PROCEDURES

In case of a severe emergency or accident, we will:

1. Administer first aid
2. Call emergency medical transportation (9-1-1)
3. Contact parents
4. Contact the Alameda Park office

## PERSONAL BELONGINGS

Each child should have his/her own carrying bag clearly identified with their name for personal belongings.

Required daily items are: (PLEASE LABEL EVERY ITEM)

1. Lunch with name on it. We have a microwave available for campers lunches.
2. Tennis Shoes (No flip flops) Crocs are permitted, any shoe needs to have a back and no exposed toes.
3. Water Shoes are permitted during water activities and at the Waterpark)
4. Swimsuit and towel with initials on them

Girls: must wear a sport suit and no strapless or removable strap suits.

Boys: must have a swim suit with a tie at the waist and prefer they wear speedo underneath if the suit doesn't fit properly.

5. Sunscreen (Must be SPF50 Waterproof) or more, with name on it. Please use lotion instead of spray. Sprays can be inefficient and missed areas during application can cause sunburn.
6. Individual (insulated) water bottles are encouraged with name on it.

For the welfare of your child, please be sure your child is dressed according to the weather and always dressed for active play! Please label your child's items as we have many similar items. For your child's safety we ask that you send your child to camp in tennis shoes.

PLEASE NOTE: Drones, Hover boards, Toys, Electronics, CD players, all gaming systems, Cell phones, tablets, shoes with wheels, fine jewelry and MP3 Players and anything with value whether sentimental or monetary are not allowed at camp.

If you bring an item of value to Camp Alameda, Butler County Parks and Recreation will not be held responsible. Butler County Parks and Recreation Department is not responsible for lost, stolen or damaged items.

## LUNCHES

A lunch should be sent daily in a bag marked with your child's name. We have a microwave available for the campers. If your child has any allergies the staff must be made aware.

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## SNACKS

A pre-packaged snack is served to each camper each afternoon. Please let us be aware of any known allergies.

## SUNSCREEN

Butler County Parks and Recreation recommends that campers wear sunscreen every day. Campers should apply sunscreen before coming to camp each morning. Campers will be encouraged and monitored by staff to re-apply sunscreen during our camp day. We encourage the use of hats or other sun protective gear. Children must be provided with sunscreen no lower than an SPF of 50 but preferred SPF of 100, due to the activities that keep the children in the sun most of the day.

\*optional\* Parents/Guardians if you want to purchase a sunscreen that is similar to the sunscreen stick, this helps with the face and shoulders getting an accurate application.\*

## DISCIPLINE POLICY

There shall be no harsh, cruel, or unusual punishments. Explanations and re-direction is the standard method of discipline. In severe cases, "time-out" from something or someone may be necessary. Parents are contacted when serious discipline problems occur with their child. If problems continue, children may be asked to leave the program.

### 1 Day Suspension

One day suspensions will be given when a child injures another child by forcefully touching or hitting, verbal threats and also for any inappropriate behavior. Refusal to listen to park staff and counselors. The child will be suspended the following day without any prior warning. The documented report will be given to the parent within 24 hours. A discussion will be held with either the Head Counselor or Program Manager.

Butler County Parks and Recreation has the right to remove any child from the program for any reason deemed necessary by the Park Director.

## REMOVAL FROM THE PROGRAM

The Butler County Parks and Recreation Department reserves the right to remove a child from our program for the following reasons:

- The child's needs are not being met in our small/large group settings.
- The child is a safety threat to themselves, other children, or the staff. (This includes behaviors such as fighting, striking others, verbal threats, inappropriate behavior deemed by the park staff and wandering away from the program).

In the event of repeated inappropriate behavior by a child, the following actions will be taken:

- To immediately notify the parent / guardian at the end of the day so that the incident can be discussed.
- Conference with the parent/guardian.
- Removal from the program.

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Our intent is to work as a team with the parent or guardian for the best care for each child. A teamwork approach is the only way to correct repeated inappropriate behavior.

Butler County Parks and Recreation has the right to remove any child from the program for any reason deemed necessary by the Park Director. Butler County Parks and Recreation has a NO- REFUND Policy and will not provide refunds for those who can not continue with Camp Alameda.

## PARENTAL CONCERNS

If you have any questions or concerns involving the Butler County Parks and Recreation Camp Alameda, please do not hesitate to inform the Camp Counselors. If you feel your questions have not been answered or problem resolved, please contact Butler County Parks and Recreation at 724 284-5383.

## PHOTOGRAPHS/VIDEOS

Photographs/videos of the children participating in our program may be taken from time-to-time and may appear in newspapers, magazines, brochures, or other publicity material. Your permission for photographs/videos including your child(ren) to be used without compensation is a part of this agreement unless otherwise stated.

## RAINY DAYS

On rainy days, the children are kept under the designated shelter. Extreme weather will move to the Waterpark Bathhouse if conditions approve. Any time we move to a separate location due to weather, we will text/email the parent on file. Texts are only available if you sign up for text alerts through the RecDesk program.

## EXTREMELY HOT DAYS

On days that the temperatures are extremely high, children are encouraged to drink extra water. Cool water is provided by the Butler County Parks and Recreations Department, Camp Alameda each day. Additional activities under the shelter may be part of the daily activity to keep the children in the shade.

## Registration Agreement

*Please check by all statements and sign to indicate understanding and agreement.*

I am aware that activities and schedules are subject to change at the discretion of Camp Alameda Staff.

I understand that the Butler County Parks & Recreation Department has a No-Refund Policy I understand that it is the camper's responsibility to participate in the whole camp program including work, play, values, sharing, and cooperating throughout daily activities. I'll ensure that my camper abides by the rules of the program and will explain to them that violation of rules related to (but not limited to) inappropriate conversations/contact, verbal and physical threats, disrespect to staff, violence, or bullying will result in a dismissal from the program with no refund of camp fees. If my child is suspended or dismissed from the program for a day or week, it is the parent/guardian's responsibility to pick up the participant at camp within one hour of the phone call made to the parent/guardian.

**Signature (Required):** \_\_\_\_\_

*by signing above I understand the rules and will explain these to the child(ren) attending camp.*

I understand my child's picture may be taken and used for promotions related to Camp Alameda

I understand and give permission for my child to occasionally watch movies that are rated PG/PG-13 at camp.

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- I understand that the Camp Alameda Program and the Butler County Parks & Rereation Department assume no financial obligation, but in case of accident or illness, the Camp Alameda Staff have my authorization to secure emergency medical attention if unable to communicate with me immediately.

## PARENT STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to the Butler County Parks and Recreation Department, Camp Alameda.

Please keep and refer to your copy of the Butler County Parks and Recreation Program policies. Your signature below indicated that you have received them.

I understand that I am not to leave my child at the Butler County Parks and Recreation, Camp Alameda program site unless a Butler County Parks and Recreation staff is there to receive and supervise my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick-up my child must be listed with the Butler County Parks and Recreation, Camp Alameda or other arrangements must be made by calling the Butler County Parks and Recreation office to inform them of a change.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, staff may have no recourse but to contact the police for the child's safety. Please do not put staff in the position where they have to make this judgment call.

## PHOTO/VIDEO RELEASE

Photographs/Videos of the children participating in our program may be taken from time-to-time and may appear in newspapers, magazines, brochures, or other publicity material. Your permission for photographs including your child(ren) to be used without compensation is a part of this agreement unless otherwise stated.

In consideration of being allowed to participate in the activities and programs of the Butler County Parks and Recreation Department, Camp Alameda, I do hereby waive, release, and forever discharge the Butler County Parks and Recreation Department and its employees and all others from any and all responsibilities or liability for injuries or damages resulting from participation in any activities.

I have read and understand the statements above.

**Signature (Required):** \_\_\_\_\_

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*New information for 2020*

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### PAYMENTS

#### Process 2024

- Payments are due the Friday before your child(ren)s attendance to Camp Alameda by AUTO PAY. Your credit card will be placed on file and charged automatically on Friday before your attendance at camp.
- Cash or check payments need to make payments at the office and will still need to provide a credit card to store on file. Arrangements must be made with the park department if you elect to go cash or check.
- If weekly payments are not received, we have the right to deny your child(ren) from staying with Camp Alameda until payment for past due amount(s) are/is received.
- Camp Registration begins the February 14th and payments can be made at any time leading up to the start of Camp. Pay early to stay up to date on your payments.

#### CANCELLATION/CHANGE OF WEEK

Any cancellation for a week at Camp Alameda could be eligible to receive a credit on your account IF you provide a written request to the Park Department 3 business days in advance. If your absence is due to a medical reason you will be required to provide a doctors excuse.

Any medical excuse provided, upon approval, will be optional for refund or credit to their account for the current year only.

If you need to change the week of attendance to another week, we will do that at no charge and only if there is availability in the week you request.

If you change themed weeks to a different themed week and are added to a wait list, your child may not be able to attend. The parent/guardian has 2 days from the confirmation email to request a new week or you will not be credited to your account.

All credits created on the household account will be required to use the funds for the current year.

**Signature (Required):** \_\_\_\_\_

*By signing here you understand and are fully aware of the new updated information.*

#### **CheckBox List (Required - Select at least one option):**

*Please check one*

- Visa
- Mastercard
- Discover

**Auto Pay Credit Card Number (Required):** \_\_\_\_\_

**Expiration Date (Required):** \_\_\_\_\_

*Ex: 02/23*

**CVV Number (Required):** \_\_\_\_\_

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**Name on Card (Required):**

**Address (Required):**

Street:

Address Line 2:

City, State, Zip:

**Statement of Understanding (Required):**

*Payments are due on Friday of every week. Your card will be set up on automatic payment.  
Your card will be charged on the Friday before your child(s) attendance at Camp Alameda.*

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