

# Parent Handbook

## Camp Alameda



**\*\*PLEASE NOTE CHANGES IN THE PROGRAM AND INITIAL ON THE MARKED AREAS\*\***

### **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 runs from 9:00am-5:00pm with early drop off as early as 7:00am and late pick up as late as 5:30pm. Parents also may do local pick up and drop off if they need to take child to doctor's appointment or any scheduled activity. However, they must sign the child in and out through the Camp Counselors sign in/out sheet.

### **STAFF QUALIFICATIONS**

All camp counselors are currently involved in educational, park or recreational fields including childhood development, and education. Each staff member has Act 33/34 clearances and current CPR.

### **SIGN IN/SIGN OUT INFORMATION**

**Please remember to sign in and out on the arrival and departure sheet located in the Masonic Shelter!** 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 bring children into the Masonic Shelter 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**.

- If an adult is picking up a child that is not on your approved pick up list then we will call for your approval and check the adult's driver license.
- We have also made available to you the Remind App for your phone so that if we need to switch locations for pick up, you may be able to check the app at any time. Please talk to staff for the code to log on.

### **DELAY RELEASE OF CHILDREN**

The Child Care 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.

## Butler County Parks and Recreation

- You may call the butler county parks and recreation office and authorize the person 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 degrees (f), when in combination with any other signs of illness
- Diarrhea
- 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 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 24hours
- Symptom free for 24 hours without medication
- Vomiting has stopped for 24hrs and child can eat and keep food down
- If sent home for diarrhea, last bowel movement needs to be normal.

### **Payments**

Payments can be taken weekly at \$125.00 until your \$1,000.00 is paid in full. Payments must be made by no later than Friday the previous week of attendance. 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.

### **ADMINISTRATION OF MEDICATION**

Prescription and non-prescription medication will only be administered with daily written consent from the parents. **MEDICATION MUST BE IN THE ORIGINAL CONTAINER!** Prescription and non-prescription medication must be labeled with child's name.

DO NOT send medications with the child, it must be given to a staff member by the parent.

### **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 and child's doctor
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:** parent or guardian initials: \_\_\_\_\_

1. **Lunch with name on it**
2. **Sneakers (No flip flops)**
3. **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.**

- 4. Sunscreen (Must be SPF30 Waterproof) or more, with name on it.**
- 5. Individual 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 and MP3 Players are not allowed at camp. If these items come to camp, a counselor will take them and return them to an adult at the end of the day. **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 DO have a refrigerator and a microwave available for the campers. **If you child has any allergies the staff must be made aware!**

### **SNACKS**

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

### **SUNSCREEN**

We recommend 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 a minimum of three times during our camp day. These designated times are: before morning activities, before swim time, after swim time. We encourage the use of hats or other sun protective gear. Children must be provided with sunscreen no lower than an spf of 30 but preferred spf of 50. Due to the activities that keep the children in the sun most of the day.

### **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 suspension will be given when a child injures another child by forcefully touching or hitting, and also for any inappropriate behavior. The child will be suspended the following day without any prior warning. The documented report will be given to the parent at the end of the day. A discussion will be held with either the Head Counselor or Program 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, 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 parents at the end of the day so that the incident can be discussed.
- Conference with the parent/guardian.
- Removal from the program.

## Butler County Parks and Recreation

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

### **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 Ashley Helmstaedter, Butler County Parks and Recreation, Aquatic/Program Director at 724 284-5383 & 724-431-4168.

### **PHOTOGRAPHY**

Photographs 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.

### **RAINY DAYS**

On rainy days, the children are kept under the designated shelter. If severe weather is detected, the children will be moved to the bathhouse for protection at alameda Waterpark.

### **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 Recreation Department, Camp Alameda each day. Additional activities under the shelter may be part of the daily activity to keep the children in the shade.

## **PARENT STATEMENT OF UNDERSTANDING**

## Butler County Parks and Recreation

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 RELEASE**

Photographs 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.**

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**Parent/Guardian Signature**

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**Date**

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**Parent/Guardian Printed Name**

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**Child's Name**

**Please sign this last page and return it with the application.**

**Copy of statement will be filed with child's record**