

Parent Handbook

Camp Alameda



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.

Due to new procedures, please allow yourself more time at drop off and pick up as we implement these new procedures.

Camp Alameda's organized activities run from 9:00am-4:00pm with early drop off as early at 7:00am and late pick up as late as 5:15pm. Parents also may do local pick up and drop off if they need to take their 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. Any drop offs after 9:00am need to call the Alameda Park Office (724-284-5383) so the Camp Counseling Staff can be notified.

STAFF QUALIFICATIONS

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

PAYMENTS

Payments are due the Friday before your child(ren)s attendance to Camp Alameda.

Partial payments can be taken weekly at \$125.00 until your \$1,000.00 is paid in full. This is only if you are taking advantage of our all summer discount. If you commit to our all summer discount you must commit to 8 weeks of Camp Alameda. You may not receive a refund on attendance if you attend less than 8 weeks.

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.

If you are paying weekly, you can pre-pay earlier than the start of camp to stay up to date on your payments.

Payments may also be made online at <https://bcpr.recdesk.com>. Please keep in mind that there is a 2.65% processing fee for paying by debit/credit card.

CANCELLATION/CHANGE OF WEEK

If you have to cancel for a week of Camp Alameda, you may be eligible to receive a credit on your account IF you provide a written request to the Park Department 3 business days in advance.

Unless it is for medical reasons, for which, you will be required to provide a doctors excuse. Any excusable medical excuse will be optional for refund or credit to their account.

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 weeks to a different week with a wait list and your child doesn't get the ability to attend, you will have 2 days from the confirmation email to request a new week or you will not be credited to your account.

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.
- Temperature checks will be completed before children are permitted to exit the vehicle

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. Children Must Stay in Vehicle While Their Temperatures are Checked
3. Parents/Guardians are requested to have their Photo IDs ready
4. After 9am and until 3:30pm the gates will remain shut. Park in the Holly Parking area contact the park office and we will contact the camp counselors to receive your child(ren).

DELAY RELEASE OF CHILDREN

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
 - Temperature will be checked upon arrival at camp and throughout the day as needed
- 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 100.4 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, they must be tested and/or quarantined for 2 weeks.
 - A doctors note will be required before returning to Camp Alameda

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. If your medication requires a measurement you must measure out the dosage and provide it to the staff member.

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:

1. Lunch with name on it. We DO NOT have a refrigerator or microwave available for campers lunches
2. Tennis Shoes (No flip flops)
3. Water Shoes (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 SPF30 Waterproof) or more, with name on it.
6. 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 you bring an item of value to Camp Alameda, Butler County Parks and Recreation will not be held responsible. 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 NOT have a refrigerator and a microwave available for the campers.** **If your child has any allergies the staff must be made aware!**

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 30 but preferred SPF of 50, due to the activities that keep the children in the sun most of the day. **Due to COVID-19 we can only spray each child and NOT rub sun screen in.**

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, 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 Manager.

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

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 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.

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.

The following updates for Camp Alameda during the COVID-19 Pandemic come from the CDC Guidelines and Considerations for Youth and Summer Camps.

Due to new procedures, please allow yourself more time at drop off and pick up as we implement these new procedures.

Camp Alameda is committed to maintaining the lowest risk of COVID-19 spread based on the CDC description. Camp Alameda is breaking into **small groups**.

DROP OFF AND PICKUP

The Head Counselor and Assistant Head Counselor will be responsible for doing sign in/sign out and taking the temperature of each camper. Our head staff members will be using an infrared forehead thermometer and documenting the temperature of each camper at drop-off. Temperatures of 100.4 degrees Fahrenheit or higher will not permit campers to attend camp that day. Camp Alameda reserves the right to turn away campers who do not meet this standard. This is being done in the interest of maximizing the safety of our campers and staff.

DAY TO DAY LOCATIONS

Campers will spend the majority of the day at their specified shelter, aside from pick-up and drop off times. During these times as staff is coming in for their daily shift, campers will be in the Odd Fellows Gazebo, separated into their respective section designated by colored lines and table toppers. When their counselors arrive, campers will be taken to their respective shelter for the day. Additionally, groups will rotate through the field and volleyball/sand courts for activities. At this time, **the waterpark is scheduled to open July 1st**. When Alameda Waterpark opens, Camp Alameda will utilize them in a safe way that minimizes risk.

SANITATION AND PROTECTION

Recent changes to the CDC Summer Camp guidelines have mandated that **although recommended, masks are not required to be worn by children at this time**. If the parent wishes for their child to wear a mask, Camp Alameda will do their best to ensure this. Otherwise, campers will not need to have a mask at camp. **All counselors will be required to wear a mask at this point in time**, unless otherwise mandated by the CDC. All objects, especially those shared between groups will be sanitized before and after use to limit the risk of spreading. Shelters will also be sanitized by maintenance each morning, as part of their routine cleaning schedule, before camp and by the counselors throughout the day. An increase in handwashing and hand sanitization will be observed. Each group will have a designated bathroom that only the campers and counselors of that group can use. These bathrooms will be sanitized daily. Portable hand washing stations will be available to the campers.

BUTLER COUNTY IN THE GREEN PHASE

Now that Butler County moved to the green phase, the operation of Camp Alameda will take in to account any updates to the CDC guidelines and adjust accordingly. **The safety of our campers is of the utmost importance to our staff and we are committed to operating in what is deemed the safest way**. Parents will be updated with any changes in the operation of Camp Alameda as soon as possible. Camp Alameda will remain in the Odd Fellows Loop area for the 2020 Camp Season.

SYMPTOMS OF COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a child is experiencing COVID-19 symptoms they must be tested and/or quarantined for 2 weeks.

- A doctors note will be required before returning to Camp Alameda

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.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Child's Name

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

Copy of statement will be filed with child's record

You will be held responsible for sections in this agreement. Please review each section carefully.