

**Great Falls Community Recreation Center
2010 Summer Camp
Parents' Packet/ Survival Guide**



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Website: <http://www.greatfallsmt.net>

Frequently Asked Questions

What should I do if my child will be absent from camp one day?

Please contact your Camp Director by 8:30 am if your child will not be in attendance.

What time can I drop off my camper?

Camp hours are from 7:30 am to 5:30 pm. Since our programming begins at 9 a.m., we request that all campers arrive by then. It is particularly important that your child be here by 9 a.m. on days when a field trip is planned because we will be leaving the facility by 9:30 a.m. at the latest. This will provide enough time to get your child checked in by the time we have to leave.

My child loves his counselor. Can she/he baby-sit for our family?

Although the Camp staff work well with children, our policy states that our staff are not permitted to baby-sit for families involved in our camp programs.

What training does camp staff have?

All camp staff goes through an application and interview process that includes reference checks and back-ground checks. Once hired, they are trained and take a course on child abuse prevention and risk management. All camp staff is First Aid and CPR certified.

I only need to send my child to camp a few days a week. Will you prorate?

Since we believe that a true camp experience is a week-long experience, we do not prorate our programs. You must pay all the fees in full for the whole week, and they must be paid by the Wednesday prior to the start of camp.

Will I be billed for the remaining balance of a camp?

No. Camp payments are due the **WEDNESDAY** prior to the start session. It is the responsibility of the parent to pay the balance on time.

For the Summer Camp, Kidde Camp, and Outdoor Camp there is a non-refundable/non-transferable fee of \$25. The remaining balance of \$65 is due the Wednesday before the camp begins. You will be able to pick up the next weeks camp schedule when the balance for that week is paid. The Art Camp is \$60 per week/child, and it is offered weeks 1-8. We accept a \$25 deposit for the Art Camps, but it is not required.

For Basketball, Volleyball, and Football Camps the fee is \$50 per week/child. We accept a \$25 deposit, but it is not required. However, the \$50 is required no later than the Wednesday before the camp starts.

Please view the Tennis Camp schedule on the back of the full Summer Camp Information Brochure for more information. This will provide the dates, times and fees of all the Tennis Camps that we are affiliated with. These camps must also be fully paid for the Wednesday before the start of the camp.

<i>Week</i>	<i>Camp Begins</i>	<i>Final Payment Due</i>
One	June 7	June 2
Two	June 14	June 9
Three	June 21	June 16
Four	June 28	June 23
Five	July 6	June 30
Six	July 12	July 7
Seven	July 19	July 14
Eight	July 26	July 21
Nine	August 2	July 28
Ten	August 9	August 4

<i>Camp</i>	<i>Camp Dates</i>	<i>Final Payment Due</i>
Basketball:		
	June 28-July 1	June 23
	July 12-15	July 7
	August 2-5	July 28
Football:		
	July 6-9	June 30
Volleyball:		
	July 6-9	June 30
	July 26-29	July 21

What if my child doesn't want to swim or forgets his/her swimsuit?

Usually 80% of our campers want to swim and the other 20% engage in alternate camp activities. If a swimsuit is forgotten, the child will not swim.

What if my child can't swim?

Please inform your child's Unit Leader. All campers wishing to swim in the deep end and/or use the large slides are required to pass a swim test. If a child is unable to swim from one end of the pool to the other, without holding on to the side, or if a child chooses not to participate, she/he is required to stay in the shallow end of the pool. Counselors are in pool with children and around the edge for added supervision. City lifeguards are also on duty.

What is our Camp Pool Policy?

The Camp Pool Policy at all city operated pools is as follows:

Each camper is marked with a marker to help us keep track of our campers. Before we allow them to swim on their own, we require each camper to show us their swimming abilities. Each camper must be able to swim across the deep end of the pool without touching the bottom. They will take this test without a life jacket. If they are unable to pass the test, they are obligated to wear a life jacket in chest deep water. These campers are also required to stay with a counselor when we use the lazy river at Electric City Water Park. We also make sure that the campers check in at a designated place every hour we are at the pool.

What is camp's bathroom procedure?

No camper is ever allowed into a bathroom until inspected for safety by a camp staff. No camper is ever alone with a staff person in the bathroom. All campers take bathroom breaks with the entire camp or in small groups accompanied by camp staff.

What if my child is just a few months too young to attend a camp?

For most of our camps we have a one-month grace period. This is not applicable for our 5-year-old camp. Parents with age related questions may contact the Camp Director.

The camp I want to register for is already full. Is there a wait list?

We do have a wait list. When a camp fills up, the front desk staff begins a wait list. All people on the list are called when a space becomes available in the camp. The first person to register gets the space. The first person on the list does not hold registration rights over the second or twenty-second person on the list.

What is the ratio of counselors to campers?

Our camps are limited in camper quantity because we want to provide the safest environment for your child/children to learn and grow. State law established a maximum ratio of 1 counselor to 14 campers.

Will older children be mixed with younger children in the camp settings?

During the camp hours, the children will be divided into three groups; the Kiddie Campers, kindergarteners and 1st graders; The Summer Campers, 2nd graders -5th graders; the Outdoor Campers, 6th graders-8th graders. The hour before camp and the hour after camp the children will be in the gym space together. Other than that they will usually be in their age groups.

Will I know what my child is doing during each day of the camp?

Yes. We make a schedule for each day of the camp, and we have them available on the sign in/out table when you drop your child off for the day. The schedule might change due to weather, but if that happens we will inform all the parents of the alternative activity. We will post any schedule changes on our bulletin board, and we will attempt to post them online as well.

I have two children, and they both want to be in the same camp, but the age requirements are different for each, can I have an exception for them?

Unfortunately, we will not. Our camps are age specific for a reason. We want our campers to learn how to play and interact with children their own age. We would still like your children to be in our camps, but they must be in their age specific groups. Who knows, your child might make some new friends his/her age.

Are electronic devices allowed at camp?

We prohibit the use of all electronic devices including cell phones. It is our experience that these devices distract campers from the group setting, and they also diminish the camp experience. They also create a safety issues.

Day Camp 2010 Basic Information

BUS RULES

Bus/van safety rules will be reviewed prior to each field trip. In the event that a bus is late getting campers back to camp, the on-site staff will be notified of an approximate arrival time. Campers are to follow the guidelines of the behavior contract while on buses also. Campers are to remain seated on the bus/van at all times. No food, no drinks, gum or candy are allowed to be consumed while on the bus at any time.

CAMP COUNSELORS

All Counselors have successfully completed CPR and First Aid training, child abuse prevention, emergency procedures, water safety, and how to conduct camp activities including songs and games that incorporate values and education.

CAMP T-SHIRTS

T-shirts are available for purchase at the Rec. Center, and they are \$10 a piece. The basketball, football, and volleyball camps already come with a T-shirt. However, the Summer, Kiddie, and Outdoor Camps do not include a T-shirt.

CLOTHING

Campers should wear simple, non-restrictive clothing that you do not mind getting dirty, muddy, wet, or stained. Shorts, jeans, sweatpants, hats, tennis shoes (**NO open-toed shoes or Heeles**) and t-shirts are a good choice. Their clothes **will get dirty...**it's camp. Please send your child to camp in articles of clothing (including hats) that are in good taste and appropriate for camp. To minimize the chance of misplaced clothing, **PLEASE LABEL ALL CLOTHING PROPERLY. WE ARE NOT RESPONSIBLE FOR LOST OR MISSING ITEMS.**

EVALUATIONS

Your evaluation of our program, facilities, equipment, and staff is very important to us. Please complete the evaluation in our weekly schedule.

FIELD TRIPS

A complete schedule of field trips is listed on our weekly schedule. You will be notified of any changes or cancellations of field trips via the sign-in/out table. Children registered for a field trip **MUST** be in attendance no later than 9 am on the field trip day. We cannot wait for late campers, and you will not be refunded or credited for a missed field trip.

LUNCH and SNACK

Campers are required to bring their own lunch. Please be sure to send enough food for your child because the children are active throughout the day and burn a lot of energy. There is no refrigeration available, so we suggest packing a frozen juice box or water bottle in your child's lunch to keep it cool. Do not send anything that needs to be heated in a microwave. Please send a labeled water bottle for your child to bring everyday. We will have water jugs with us so that the campers can refill their water bottles.

LOST and FOUND

We keep a lost and found cubby that is used for the children activities and for our fitness center. We are not responsible for any lost items of your child, but if we do have it, that is where you would find it.

LATE PICK-UP

Camp officially closes at 5:30 pm. The first time will be a warning, and after that we will enforce a **\$1/ per minute late fee**. A call informing us that you will be late will excuse the fee, but only for freak accidents (car problems, weather, traffic, etc.). If you call and say you forgot, the fee still stands.

MEDICATION ADMINISTRATION

Parents/Guardians must have a signed medication authorization form on file for day camp staff to administer medication. This includes inhalers, epi-pens, prescription, and non-prescription medication. The Medication Authorization form is included in this packet. Medications will be dispensed at 11 am and/or 3 pm only. All prescription and over the counter medication **MUST** come in the original pharmacy container. It must list clearly the camper's name, the doctor's name, the name of the medication, the correct daily dosage, and the correct time of day the medication is to be administered. This includes temporary illnesses such as headaches, etc.

PLEASE INDICATE WHETHER THE MEDICATION NEEDS TO BE REFRIGERATED OR TAKEN WITH OR WITHOUT FOOD AND/OR WATER.

HEALTH CHECK

Please be respectful of other camp families. If your child contracts anything that may be contagious please call and let us know. Your name will be kept confidential, but other parents would like to know if their child has been exposed to anything. Your child's health status will be checked informally each day. If your child shows any sign of illness, rash, high temperature, diarrhea, infection, lice, or any contagious diseases, etc., the parent/guardian or authorized person will be called and required to pick up the child within one hour. If your child has head lice, his/her hair needs to be shampooed according to directions given by your physician. All nits must be removed following treatment before your child is allowed to return to the program with a minimum of two days away from camp. Children will not be allowed at camp with any signs of nits.

ILLNESS/INJURY

Parents will be notified by camp personnel if their child has not been feeling well and needs to be picked up. A camp director will monitor the child's condition until pick-up. If parents cannot be reached the emergency contact person listed on the child's enrollment form will be contacted. **We are not equipped to care for ill children.** Parents must make arrangements for their child to be picked up within one hour of the phone call. If a minor injury occurs at camp or on a field trip, the staff will treat the child and complete an "ouch" report. You will be notified at the time of pick-up if your child incurs a minor injury at camp. In the event of a serious injury requiring immediate medical treatment, the Camp Director or staff will call 911 and the parent immediately. 911 emergency personnel will be responsible for any transportation to local medical facilities. A Rec. Center staff person will follow the ambulance and stay with the child until a parent or designated adult is able to pick up the child.

SIGN IN/SIGN OUT

The parent table is manned between the hours of 7 and 9:30 a.m. and 4:30 – 6:00 p.m. Late arrivals and early departures will need to sign in or out at our Member Service Desk. This may result in additional waiting time if our Member Service staff is assisting other customers. Parents must accompany their child to their group for drop off after signing in. Parents must obtain a pick up slip after signing child out and pick up their child from their group. A parent/adult guardian who is at least 18 years old **MUST** sign ALL their campers in and out **DAILY**. Children will not be released to any person who is not on the registration form. **NO EXCEPTIONS!** We will not accept any over the phone authorizations. Photo ID is required at the time of pick up. Please have your license or photo ID ready to show to our staff whether we know you or not. Please do not be offended if our staff asks for an ID. This procedure is to ensure the safety of your child. Whether we already know you or not, you must bring your ID to the sign-in/out desk.

REGISTRATION PACKET

Each individual camper must have all the forms fully filled out and turned in **BEFORE** the start of each camp. If the forms are not filled out properly, we will ask you to stop by and fill in or correct the mistakes. We do this for the safety of your child and the other campers in case of an emergency.

SCHEDULES

Weekly calendars will be available at the sign-in table and on the bulletin board that will inform the parents of events and field trips for the week.

CELL PHONES and PERSONAL PROPERTY

Campers must leave all unnecessary items at home (cell phones, PSP, DS, trading cards, pet shop animals, etc.) We are not held responsible for your child's lost or stolen items; therefore, we ask that they be left at home. This way the campers are guaranteed the safety of their belongings.

SUNSCREEN

We would appreciate it if you could send your child with sunscreen already on, and also send them with enough to re-apply later in the day. By signing the over-the-counter medication portion of the Medication Authorization Form, you are giving us permission to help your child apply the sunscreen if needed.

SWIMMING

Almost all of the camps consist of one day per week of swimming after the month of June. We will go to a couple different places around town including Jaycees, Mitchell, and Water Tower. During the scheduled swim time, campers who don't want to swim will have to stay with the camp staff.

WEATHER

We will have camp whether it rains or shines; the schedule might vary, but we will not cancel camp due to inclement weather. Please make sure that your child is dressed appropriately for the weather and for the scheduled activities.

DAY CAMP 2010 PAYMENT INFORMATION

PAYMENT of FEES

The cost is \$90 for each camper each week. The cost is split into two payments; the first is a \$25 dollar, non-refundable deposit. The second is a payment of \$65 and is due the Wednesday prior to that specific camp. Bills that are not paid **IN FULL** by the designated due date will incur a \$10 late fee in addition to the remaining balance. The Rec. Center reserves the right to refuse your child into the camp if he/she isn't paid for in full. The earliest we will start accepting registrations is April 27th, 2009. At this date, your child can sign up for any of the summer camps we are offering at the Rec. Center.

CANCELATIONS/REFUNDS

We **DO NOT** refund nor do we credit for any missed days or removal of campers.

We **DO NOT** refund nor do we credit for children who are dismissed due to inappropriate behavior.

BEHAVIOR GUIDANCE POLICY

The goal of our day camp is to provide a positive atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the summer, we will enforce a Character Development mission to develop Respect, Responsibility, Caring, and Honesty among our campers. As a family, please read and discuss this Character Contract TOGETHER, and make sure that you and your child understand the contract.

- **Appropriate Conversation** – Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about others.
- **Appropriate Language** – Children must refrain from using obscene language or gestures in all situations. We will all use appropriate, clean words to settle our differences.
- **Respect** – When asked to do or not do something, a camper needs to follow directions the FIRST TIME they are given. This is for the safety of all campers. Please speak to staff and other campers with respect. We will give you respect, but we need it in return.
- **Play** – Campers are asked not to engage in any horseplay (unwanted or rude behaviors) with each other or with a counselor. There will be no hitting, kicking, pushing or displaying any type of aggressive behavior. We keep our hands and feet to ourselves, NO EXCUSES.
- **Responsibility** – All campers need to remain with their group and within eyesight of their counselor. This applies while we are at the Rec. Center and on off-site field trips. We want campers to have fun, but we have to be safe first.
- **Caring** – It is important to use and care for equipment, toys, and games properly so that other campers can enjoy them. We will care for the property of the Rec. Center, of other campers, and of the Rec. Center staff.
- **Safety**- Due to the large group of campers we have, safety is our number one priority. The Rec. Center staff has a responsibility to keep the children safe, therefore, it is imperative that both campers and counselors have a safety-first mind set.

What Will Happen When This Contract Is Violated

In instances where a behavior does not warrant a behavior report, an incident report will be completed by camp personnel and initialed by the Camp Supervisor or Director. Parent must sign a report form at time of pick up. If an incident occurs where a camper conducts himself/herself in a manner that jeopardizes their safety, the safety of others, the following steps will be taken:

1. **First violation** – A staff member will address and document the issue directly with the child. The child may be removed from an activity for the day such as swimming or a specialty event. Parents will be contacted during the day or at the end of camp depending on the time of the incident. Parent must sign the Behavior Incident Report at time of pick up.
2. **Second violation** – A staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within the hour. Late fees incur if the child is not picked up within the hour. The child will not be allowed to attend camp the next day that he/she is registered for. Parents must sign the Behavior Incident Report at the time of pick up.
3. **Third violation** – A staff member will address and document the issue directly with the child. Parents will be contacted immediately to pick up their child from camp. The Camp Director and the parent(s) will have a meeting to discuss a plan of action regarding the poor behavior. Parents must sign the Behavior Incident Report at the time of pick up.
4. **Fourth violation** – Child will be dismissed from the camp for the remainder of the program.

There will be no refund or credit given for children who are dismissed from camp for inappropriate behavior.

PARTICIPANT BEHAVIOR CONTRACT

CHILD'S NAME _____

PARENT'S SIGNATURE _____

***Parent's: Please read through and explain the rules to your child and initial by each line
It is important that all children enrolled in Recreation Center programming follow the basic rules so all participants have a good experience.

Behavior Expectations:

1. I will respect my instructors. I will not run away from the group, talk back, or call names. _____
2. I will listen, follow directions, and pay attention when the instructor is talking. _____
3. I will respect my classmates. I will not push, shove, hit, call names, or injure in any way. _____
4. I will play according to the rules of each game. _____
5. I will not use bad language. _____
6. I will use the equipment in the correct way. I will not attempt to break or use the equipment in a way that would break it. _____
7. I will practice good sportsmanship at all times. _____
8. I will participate in all activities. _____
9. I will have fun. _____
10. I WILL HAVE A LOT OF FUN! _____

Consequences:

1. A staff member will address and document the issue. Parents must be informed and initial the Incident Report form at time of pick-up.
2. A staff member will address and document the issue. Parents **may** be called to pick-up the child within the hour depending on the severity of the behavior. Parents must initial the Incident Report form at time of pick-up.
3. A staff member will address and document the issue. Parents **will** be called to pick-up the child within the hour. Parents must initial the Incident Report form at time of pick-up.
4. A staff member will address and document the issue. Parents will be called to pick-up the child immediately. Parents must initial the Incident Report form at time of pick-up, and child will be dismissed from the remainder of camps for this summer.

****Note:** Immediate Suspension, for any amount of time, may occur as the result of serious misbehavior. Suspensions may carry into the next school year.

Parent's Signature

Student's Signature

THANK YOU FOR YOUR COOPERATION AND SUPPORT.

2010 SUMMER CAMP CONSENT FORM

Parent Survival Guide

The Parent Survival Guide provides parents with Rec. Center policy and contact information. Each parent is to receive a free copy of this guidebook. Please sign here stating you have received it and agree to read the information contained within the guide. I understand that it is my responsibility to know all the policies and procedures outlined within and I will be held accountable for this information.

Parent/Guardian Signature _____ Date _____

Registration and Payment Deadlines

Registration should be made by the Wednesday before the beginning of the new camp session. Payments are due the Wednesday before the beginning of the camp session. A late payment fee of \$10 will apply for payments made after Wednesday.

We **DO NOT** refund nor do we credit for any missed days or cancelations of campers. _____
We **DO NOT** refund nor do we credit for children who are dismissed due to inappropriate behavior.

Parent/Guardian Signature _____ Date _____

Late Fee Policy

It is imperative all children be picked up by 5:30 p.m. Emergency contacts will be called for any child who is not picked up by 5:30 p.m. Late pick up of children after 5:30 p.m. will result in a charge of \$1 per minute for every minute past 5:30 p.m. State law considers children left at the site after closing time, without notification, to be abandoned. If this occurs, the police may be contacted to take custody of the child. Childcare services may be terminated if a child is consistently being picked up late.

Parent/Guardian Signature _____ Date _____

Field Trips

Children registered for camps will be transported off-site several times a week for field-trips. I give permission for my child to be taken off-site on traveling days. I understand that my child must be enrolled in camp and camp fees must be **paid in full** in order for my child to participate.

Parent/Guardian Signature _____ Date _____

Behavior Contract

I understand that by signing here, my child must read, understand, and fill out the behavior contract. I give permission for the staff of the Rec. Center to appropriately consequence my child based on his/her actions. Repeated incidents will result in the dismissal of your child from camp.

Parent/Guardian Signature _____ Date _____

Medical Release and Authorization

Signing here reaffirms that you are authorizing the Recreation Center staff to help your child with taking medication. It also authorizes our staff to help your child apply sunscreen, bug spray, or any other necessary over-the-counter medications if necessary.

Parent/Guardian Signature _____ Date _____
