

# DISCOVER CAMP!

## CAMP HANDBOOK

### Camp Contact Information

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## **How do I safely drop off and pick up my camper?**

Camp pick-up and drop off areas vary, but can be expected to be in the rec center, in one of the community rooms, in the gym, or out at the pavilion. When that changes, parents will be notified by signs directing you to the correct drop off/pick up area. NOTE: The MCRC is closed for annual maintenance in late July/early August. The pickup drop off locations will not change, although you will be contacted accordingly if something does come up.

All campers should be dropped off between 7:45am-8:30am and must be picked up between 4:30pm-5:10pm. If there are any days your child will be dropped off late or picked up early, please notify the camp staff. It is your responsibility to inform the Summer Camp Staff of any unusual schedule changes.

When dropping off your child, be sure to sign him/her in with a counselor present before leaving them for the day. For the safety of your child, a counselor needs to be able to confirm the child's arrival, and update you on any necessary information before camp begins that day.

When you come to pick up your child, you will be asked to sign him/her out with a counselor present. This is done again for your child's safety, and to update you on any information you may need for the following day of camp. Please make sure that everyone who may be signing out your child is listed on the Pick Up and Sign Out Authorization Form including parents. Individuals picking up your child may be asked to present ID when they sign him/her out. This is not meant as an insult, but rather, as a method of ensuring your child's safety.

The regular MCRC Summer Camp program closes at 5:00pm. If you are late picking up your child, please call the MCRC Front Desk at 330-721-6900 and they will get in contact with the camp. A late fee of \$1.00 per minute may be assessed for habitually late pickups, which will be recorded, and may result in the permanent removal of your child from the program.

## **Can I drop off late or pick up early each day?**

Campers are expected to fully participate each day at camp. If special arrangements need to be made for a doctor's appointment or other conflict please let your counselor know.

## **If my child misses a day of camp will I receive a credit or refund?**

No refunds or credits will be issued due to absences as a result of illness or vacations. Special requests will be addressed on an individual basis for extenuating circumstances. No refunds will be provided for cancellations made less than one week in advance.

## **What should my child wear to camp?**

Campers should come dressed each day for play, mess, activity and sports. Tennis shoes or rubber-soled shoes are required. For safety, campers will be required to wear Camp T-shirts on field trip days. Please dress your child appropriately. Girls should not wear dresses or skirts of any kind. Sandals, Crocs or open toes shoes will not be allowed in order to limit the possibility of bee stings & injuries. Discover Camp also fully supports school dress codes, so please ensure what your camper wears or brings to camp is appropriate as well. Please no short shorts for girls, or clothing with inappropriate language or prints. Counselors will contact you to come replace clothes if they feel the camper is not appropriately dressed, or will not be able to fully participate in a camp day.

## **What should my camper bring every day?**

The camp staff encourages campers to bring a book bag everyday with the following items: lunch, sunscreen, swim suit and towel, a snack for the afternoon, a book and a water bottle. Bags will remain near campers at all times. All items should be clearly marked with the camper's name.

### **What should stay at home?**

The MCRC Summer Camp Staff prohibits children from bringing money, iPods, cell phones, video games, valuable personal belongings from home, aquatics equipment and other electronic devices. If at any time throughout camp counselors decide to allow such items, a memo will be sent to notify each parent of this. Small toys must be approved by counselors at the beginning of the day, and camper needs to understand counselors are not responsible for these items if lost, stolen, or broken.

### **What if my child takes a daily medication or has a prescription?**

If your child should need to take medication during their stay at camp, you must complete a Request for Assistance in the Administration of Medication Form. This form must be completed for both prescription and non-prescription drugs, as well as sunscreen. Summer Camp Staff members are not authorized to assist in administering medication to any child that does not have this form completed and on file. If a change in prescription or dosage occurs, the proper changes must be made to the current form or another form must be completed.

### **What happens if my child gets sick during camp?**

If a child becomes sick during the program, the staff will attempt to make the child comfortable and provide a quiet place for them to rest. The parent/guardian will be notified as to the child's state and it will be determined whether the child needs to be picked up. As a courtesy to all campers, please do not bring your child to camp if they are sick.

### **What happens if my child gets injured during camp?**

Minor injuries will be reported to the parent or guardian at pick up time. When an accident or injury occurs that requires first aid, a report will be completed. At the time of pick up, a staff member will review the form with you, answer any questions and ask you to sign and date the form. The completed form will be kept on file and you may request a copy for your personal records. If an injury is more severe than what our counselors can assist with, EMS will be contacted, and parents will be notified immediately.

### **Will the camp run the same way each day?**

Our days at camp will be filled with many exciting activities, field trips, special events, games, crafts and FUN! During the day campers will participate in activities relating to sports, arts and crafts, science and nature, and more. To give you a general idea of what you can expect each day:

7:00-8:30am	Before Camp Care includes quiet play, games, arts & crafts and small group activities
8:30am	Arrival, attendance & daily announcements
9:00-10:00am	Warm-up activities- Ice-breakers, dramatic play, game stations, science experiments, dress up and more.
10:00-11:30am	Morning activities- arts & crafts, indoor & outdoor play, themed activities, field house games, walking trips to parks, library, and swimming
11:30-12:30pm	Lunch
12:30-3:30pm	Afternoon activities- swimming, arts & crafts, indoor & outdoor play, themed activities, field house games, walking trips to parks, movies and more.
3:30-4:30pm	Cool-down activities-reading time, snack break, small group activities, dramatic play, game stations, science experiments, and more.
4:30-6:00pm	Pick-up, sign-out, camp updates, and announcements followed by After Camp Care including-quiet play including games, arts and crafts, and small group activities

**What area of the recreation center will the campers be using?**

Campers will get the opportunity to use many areas of the recreation center including the field house, track, community rooms, outdoor pavilion, fields, swimming pools and locker rooms.

**How will field trip days be different from regular camp days?**

On field trip days the camp schedule will be dictated by the specific destination, and parents will be notified of any other updates in a timely manner. Each week we will be taking a theme related field trip. Please refer to the weekly camp calendar for a list of the field trips and days. Cost for all field trips is included in camp registration fee. Gift shops and/or concession stands will not be available to children. No money should be sent with the campers at any time. The campers will travel via bus on field trips, and busses are maintained and staffed through the Medina City School's Transportation Department. Campers are to follow all mandatory school rules for bus transportation when travelling on busses.

**What will the staff to camper ratio be?**

Campers will be grouped primarily by age and grade level. In order to provide a safe and fun environment for all children, a staff to child ratio of 1:10 (dependant on age group) typically less, will be maintained at all times.

**Are the kids broken into age groups?**

Yes, the MCRC believes that age groups are valuable to a positive camp & social experience. However, there are times the entire camp program is together. At these times, all counselors are present and we encourage proper social interaction among all age groups. We typically break groups into ages 5-7, 8-10, & 11-14 but may vary slightly depending on number of registrants in age groups to comply with staff to camper ratios.

**Are the games, arts and crafts and activities age appropriate?**

Yes, counselors do weekly planning to provide a fun and safe camp experience for your child. There may be occasions when the entire summer camp participates in activities together. If there is a particular activity your child would like to do at camp, they are encouraged to tell their counselor.

**What if my child does not want to participate in an activity or swim time?**

Our activities are thoroughly planned for each age group and change often to reflect the campers' likes and dislikes. We encourage our campers to try everything, to learn new things about themselves, and others. We allow them the opportunity to have their individual play time as well to explore their favorite activities. In the event that a child is not able to participate, we will give them a quiet activity to work on while the rest of the children are involved in the group activity.

**When is lunch time and what is provided?**

Every camper must bring a packed lunch each day. Refrigeration will not be available. Water will be available throughout the day, but campers are encouraged to pack a drink of their own for lunch time. On field trip days, please pack your child's lunch in a plastic, disposable bag, properly labeled with their name. We ask that you refrain from bringing your child fast food during their lunch break.

**Are snacks provided?**

On some occasions, the counselors bring in treats for the children. We do encourage you to pack an additional snack or two with your child each day. After swim time in the afternoon (prior to pick-up) your child has free-time in which they can eat their snack.

**Will the campers be walking to any destinations?**

Campers will be walking throughout the week. Campers will walk to the library, and city parks. Campers will be encouraged to focus on healthy activities, walking will be a daily activity.

### **Will the campers be riding to any destinations?**

The Discover Camp program does have access to one of the city's transportation vehicles at various times during the camp summer. Our counselors are covered on the city's car insurance, and have clean driving records while safely transporting children in this vehicle. This van does have seatbelts, and must maintain a speed under 45 MPH. The counselors will use this vehicle to assist in transporting children to smaller local field trip destinations, and to access several parks, and the city's Splash Pad at Greenwood Park.

### **Will my child get to watch movies?**

Campers will occasionally get the chance to watch movies that are rated either G or PG and are approved by the MCRC Program Staff. Should you have any concerns about what movies will be viewed, please contact the Program Staff.

### **Does my child need a library card for weekly library visits?**

Each camper will need to have their own library card. Registration forms are included in your camp packet, or can be filled out at the library. Families need to get their cards before camp begins. Campers will be encouraged to participate in the summer reading program. Make sure that campers have their cards with them on library days. Campers will also have the opportunity to use the library computers and other resources. Counselors will not be taking items out for campers without a card, and Camp is not responsible for any damage done to items taken out by campers. Pack a Ziploc bag to keep borrowed material safe and dry each week.

### **How often will my child be swimming?**

Campers will have the opportunity to participate in open swim several times a week at the Medina Community Recreation Center's indoor pool. This time does not include any type of formal lessons. The price for swimming is included in the cost of the camp. MCRC pool rules and regulations have been provided for you in your parent folder. Please review these rules with your child prior to the first day of camp. All campers will be separated from the general public while changing and will utilize the MHS locker rooms located off of the MCRC pool deck. If you do not want your child to participate in open swim time, or if you have any special concerns, please make sure to note that on the Camper Information Form. Each group counselor will have information on the swimming abilities of their campers based on the information you provide on their forms. Campers will enter the pool area as a group, but are divided into age groups during their swim time to better reflect both the activities planned by the counselors, and the swimming abilities of the each camper.

### **What are the Behavior Expectations for Summer Camp?**

Every camper should have a thorough understanding of the camp rules:

- Respect all campers and staff
- Listen and follow all directions
- Rough behavior, fighting, abusive language and gestures will not be tolerated
- Use manners and be nice at all times
- Use all equipment and supplies for their intended purpose.
- Always ask permission to leave the activity area for any reason
- HAVE FUN!

Camp staff will develop further camp rules with the campers from the first week and amend them throughout the summer. Our staff will use positive guidance which will allow children to learn acceptable behaviors, ways to express emotions, manage friendships and interact with adults. The goal of our guidance and discipline is to help children develop self-control, self-direction and self-esteem.

## **Do you already have Discipline Procedures in place?**

Despite all attempts to encourage positive behavior, children will misbehave. The nature of the incident will determine the degree of disciplinary action taken.

The following actions will be taken:

1. **Verbal Warning:** Camper will be asked to refrain from a specified behavior. A maximum of 2 verbal warnings will be given before a Time Out is issued.
2. **Time Out:** The staff member will take the child to the side and explain why their behavior was inappropriate. Children will not be able to participate in activities, such as games &/or swimming until the age appropriate Time Out is over.
3. **Disciplinary Reports:** If a problem persists, a disciplinary report will be given to the parent/guardian upon pick-up. Campers will call their own parent to notify them that a report has been made. Disciplinary reports will be kept in the child's file.
4. **Parent Phone Call/Conference:** If the action is affecting the well being of the rest of the camp, the parent/guardian will be contacted and asked to pick the child up immediately. If this action takes place 3 times during the course of the program, the child will be dismissed from camp with no refund granted.
5. **Field Trip Suspension:** A child will be asked to stay home on the day of the field trip. No refund will be given.
6. **Camp Suspension:** If disciplinary actions persist throughout the summer the camper will be removed from camp. No refund will be given.

## **What are counselors prepared for?**

As a parent/guardian we understand that your child's safety is your primary concern.

- All camp staff are First Aid/CPR certified, background checked and fingerprinted
- All campers have emergency procedure forms on file with the camp staff
- The camp staff is equipped with all necessary first aid supplies
- Two way radios are used by the staff to increase communication on and off the camp site
- A cell phone is available for use in emergency situations
- Staff to camper ratios are kept at 1:10 or smaller in order to maintain a safe environment
- All staff has been trained on swimming and pool safety and lifeguards are on duty at all times

## **How do I keep in touch with camp staff?**

Communication between the staff and parent is vital. If you have concerns or suggestions regarding the program and/or your child, please contact Maureen Dowell at 330-721-6935 or via email at [mdowell@mcrc.medinaoh.org](mailto:mdowell@mcrc.medinaoh.org). We welcome any assistance or suggestions you would have to offer the Summer Camp Program. In the event of an emergency, please call the MCRC and the message will be relayed to the campsite immediately.

## **Can I claim Summer Camp on my taxes as childcare?**

To claim the camp as childcare, please keep all receipts from camp registration. The city tax exempt ID Number is 34-6001856. If you need more information regarding tax information and the summer camp program, please contact Christy Moats our Finance Assistant, 330-721-6919.

## **Legal Information:**

In accordance with the procedures set for in The Abused and Neglected Child Reporting Act, any Summer Camp Staff having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The proper authorities will be notified.