



SHAKER
HEIGHTS



2021 Summer Camp Parent Handbook

Shaker Heights Recreation Department
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CITY OF SHAKER HEIGHTS RECREATION DEPARTMENT

ZERO TOLERANCE POLICY

To ensure a safe, enjoyable and positive experience for all who use the City's recreational facilities, including ice arena, outdoor/indoor pool, parks, fields and playgrounds, the following policy is in effect and fully enforceable by the City of Shaker Heights Recreation staff.

This policy addresses inappropriate or disruptive behavior that interferes with the pleasure and peaceful atmosphere at all City recreational facilities by parents, participants, officials, spectators and employees. The City will ensure the most supportive climate for residents of Shaker Heights so they can enjoy their sport or activity.

The focus of this policy is on inappropriate or disruptive behavior which is not allowed or tolerated on the grounds or in the City recreational facilities, fields, pool or parks, playgrounds.

The following behaviors will not be accepted or tolerated:

1. Verbal assaults using loud, obscene or vulgar language in a combative or confrontational manner.
2. Threats and attempts to intimidate individuals, coaches, officials, lifeguards, employees or guests.
3. Throwing of articles in a deliberate or aggressive manner.
4. Physical striking of another individual.
5. Attempts to goad or incite violence in others.
6. Vandalism to City or school property.
7. Racial or ethnic slurs.
8. Lewd or lascivious sexual behavior.
9. Theft of property.
10. Possession of weapons.
11. Drug or alcohol abuse.

Individuals who engage in any of the above behaviors will be subject to ***immediate ejection from the property or facility and a mandatory suspension*** from all City properties and facilities for a period of time ***not less than two months*** with forfeiture of all fees and/or pool passes. Two months is a minimum period only and may be extended by the Director of Recreation.

Incidents of violence, theft, vandalism, lewd and lascivious sexual behaviors, and drug/alcohol use and weapon possession will be reported to the Shaker Heights Police Department immediately and criminal charges may follow.

There will be no reconsideration by the City with respect to the length of a suspension or prohibition. Where new information is available, a suspended individual **may** request reconsideration of the facts on which the suspension is based. Such request must be made to the Director of Recreation, who will consider the new information and make a decision. **ALL SUCH DECISIONS OF THE DIRECTOR ARE FINAL.**

In the case of vandalism, not only will the individual(s) responsible be subject to suspension as outlined above, but will be required to reimburse the City for the cost of repair.

Parent's Signature

(Print Children's names)

Date



SUMMER CAMP PARENT HANDBOOK

Welcome to the City of Shaker Heights Recreation Department Summer camp program. We are delighted to have a part in your child's summer fun and are looking forward to a happy, safe and stimulating summer with something of value for your child.

This handbook was prepared to help acquaint you with the framework under which we operate and to answer questions. You, the parent, are an integral part of summer camp programs and suggestions and concerns are vital to us. Our camp staff are available to address your concerns and to assist you with your child's needs. Please contact Recreation Customer Service, 216-491-1295 to be directed to the correct person.

GOAL & OBJECTIVE

The goal of the Recreation Department summer day camps is to offer children fun and diverse activities. It is intended to meet the needs of the community youth who desire extended learning and summer leisure experiences. Our objectives are to:

- Help the child grow personally
- Develop specific skills
- Make sure all campers have fun
- Provide a safe environment

REGISTRATION & PAYMENT PROCEDURES

Summer camp enrollment is open to Shaker Heights residents and non-residents. It is unlawful for the Recreation Department to discriminate in the enrollment of children upon the basis of race, color, religion, gender identity, or national origin.

Camp registration is available online at www.bit.ly/shakerrec. All camp fees must be paid in full at the time of registration. Payments may be made by credit card (Visa/ MC/Discover), cash, check or money order payable to the City of Shaker Heights. Please confirm emergency contact information during the registration process.

REFUND POLICY

Refunds are available for classes or program registration cancellations by registrants up to three (3) business days prior to the first class meeting. A refund claim form must be completed. Forms can be obtained at the Front Office in Thornton Park, the Stephanie Tubbs Jones Community Building, or online at www.shakeronline.com. A \$25 processing fee will be deducted from refunds for all camps.

GENERAL INFORMATION

BICYCLES

Campers may ride their bikes to camp providing he/she has a strong lock and does not ride the bike during camp hours. The City of Shaker Heights is not responsible for theft or damage to bikes. Bikes, scooters, skateboards, rollerblades and skates of all types are not to be ridden in any building.

ATTIRE

Each child should wear comfortable clothing each day. Athletic shoes should be worn in the gyms. A swimsuit and towel will be needed for camps that offer swimming. All extra clothing sent with the child should be marked with the child's name. The City of Shaker Heights Recreation Department is not responsible for lost or stolen items.

Camps that include field trips will provide t-shirts to campers and these should be worn on field trip days.

LUNCH

Unless otherwise indicated, summer camps do not offer lunches or snacks. Campers are expected to bring a lunch with a beverage daily for full day camps. Lunches should be well wrapped and clearly marked. Lunches should be stored in an insulated lunch sack. Remember, the warm weather with no refrigeration can cause food to spoil quickly. Please send additional water and/or water jugs. For full day sports camps, please send a snack along with the lunch.

GENERAL CAMP INFORMATION

Camp hours are 9 am – 3 pm daily unless your child is enrolled in after camp care. Any camper remaining after 3:10 pm must be registered for after care. Please notify the Camp Director if you are planning to arrive later than 9 am or need to leave camp early. If your child is to leave camp early, pick him/her up after signing him/her out and notifying the director. Under no circumstances will a child be dismissed early without direct parent written confirmation. A child may be suspended or dismissed for leaving campgrounds without permission. Please notify the Camp Director responsible for your camp when your child will not attend.

SPORTS AND SPECIALTY CAMPS

Sports camps offer opportunities for campers to explore a wide variety of sports including basketball, tennis, flag football, soccer, and more. Please see the camp brochure for additional information about specific offerings including dates, times, age ranges, and locations. No before or after care for one week sports specialty camps.

DISCOVERY AND EXPLORE CAMPS

Discovery Camp is located at Woodbury and EXplore Camp is located at the Middle School.

Camp Discovery (Grades K-2), provides a wide range of activities, including arts and crafts, nature related programs, indoor/outdoor games, swimming, and reading. Special themes will be incorporated into the curriculum.

Camp EXplore (Grades 3-5), provides campers the opportunity to create their own schedule when choosing from a variety of activities including sports, arts and crafts, and STEAM activities.

CAMP AFTER CARE – Middle School and Woodbury Camp Locations Only

Supervised camp after care is offered at Woodbury and the Middle School for an additional charge. Parents wishing to take advantage of this option should ensure that after care is selected during the registration process. Children must be picked up by 6 pm. A fee is charged for every 15 minutes or portion of 15 minutes that a child is picked up late. Habitual lateness may result in the loss of services.

- For the first three (3) occurrences a late fee of \$5 is charged for each 15 minutes (or portion of 15 minutes) that a child is cared for after session hours.

After 15 minutes and the child has still been not picked up, the charge is \$1/minute.

- After three (3) occurrences the Recreation Department program has the right to discontinue service.
- Late pick up forms need to be signed at pick up and given to staff.

POLICIES AND PROCEDURES

CONDUCT POLICY

The curriculum of the Recreation Department Camp Program is planned to promote positive and fun learning experiences for the child and positive interaction between adults and children. Our goal is to help each child develop a feeling of positive self-worth and competence. Clear rules for behavior and clear directions for compliance shall be established and positive reinforcement given for compliance. All adults in the site will convey an attitude of firmness with kindness, stating expectations for children's behavior.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. The following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant in Shaker Heights Recreation Department camp programs. In accordance with the severity of the infraction and the number of times the infraction occurs, a child may (a) lose the privilege of participation in a specific activity; (b) be suspended from the program; or (c) be permanently prohibited from the program for:

- Intentionally and repeatedly going to unauthorized areas or leaving the premises without permission.
- Repeatedly using foul language, being rude and discourteous to staff/peers and/or hitting staff/peers.
- Refusal to participate in activities, inappropriate displays of affection or disobeying staff.
- Defacing school property, or defacing facilities during field trips.
- Stealing or defacing other's property.

PROGRAM RULES

- Keep hands and feet to oneself
- Follow directions the first time given by staff
- Show respect for others
- Respect property and equipment

Specific strategies for discipline and guidance at the site include:

1. Emphasizing positive behavior. Rewarding appropriate behavior that complies with the site's rules and standards.
2. Using redirection and diversion rather than negative reinforcement. The uncooperative child shall be redirected to another activity. An entire activity may be redirected when necessary.
3. Changing the learning environment when it interferes with positive behavior. Trained staff will foresee and forestall problems.
4. Setting clear, consistent and reasonable limits and establishing procedures for following through on enforcing the limits.
5. Avoiding negatives. Stating rules and direction for guidance in a positive way. Threats or bribes will never be used.
6. Stating the causes and effects of behavior and the possible consequences.
7. When a child's negative behavior involves frequent hitting, pushing or harm to himself or other children, or to equipment, the child shall be removed from the scene and parents will be called immediately to pick up the child.
8. Parents will be informed of inappropriate behavior (as described in #7) and disciplinary measures will be used at the time. We do not recommend additional discipline by parents for infraction of site rules.

DISCIPLINARY ACTIONS

- First Incident - Verbal Communication. If a student is acting out in summer camp, it is important to give him/her the opportunity to correct his own behavior. If a child is being excessively rude or disruptive, a privilege is taken away or a "time out" from the activity is given. In this event, the camp staff will share concerns with the parent/guardian.
- Second Incident – Documentation. When concerns arise multiple times, the child has chronic behavior problems and/or causing harm to self, fellow students, camp staff or school property, camp staff will document the behavior on an Incident Report and submit it to the Camp Coordinator. The Coordinator will call home and speak to the parent. Once speaking to the parent/guardian about the incident, a letter stating the behavior and a written warning will be sent home.
- Third Incident - Parent Conferences. Parents/guardians are encouraged to work with camp staff and Camp Coordinator in managing behavior. We welcome any suggestions and/or techniques as to how to deal effectively with your child.
- Fourth Incident - Suspension/Expulsion from Program. The City of Shaker Heights Summer Camp Program reserves the right to remove any child from enrollment for behavior. If the behavior has not been corrected or showed signs of improvement following the first three steps, the Camp Coordinator will suspend or expel the child's enrollment from summer camp programs. Written documentation of this will be sent home and placed in child's records.

MEDICATION

Prescription medication: Parents or guardians must sign the Medical Waiver Sheet choosing whether the child will self-administer, or if the request is for staff to administer. Generally, camp staff does not administer medication as there is not a nurse available. One exception to this policy is an Epipen or similar medication, which can be administered by a camp director with written instructions from the physician. Other requests for staff to administer will be considered. A child can self-administer under the supervision of a staff person with written permission from the parent or guardian. All prescription medications to be self-administered require written instructions from a physician. All medication must be in the original labeled container and have a valid expiration date. Prescription medication must have the pharmacy label containing the child's name, dosage, and times to be administered. All medication must be given to camp staff prior to use by the child.

FIRST AID

Cuts, scrapes and/or bruises will be treated with an ice pack and a Band-Aid unless parent or guardian signs the Medical Waiver sheet releasing permission to apply topical anti-bacterial ointment.

STAFF

All staff is fingerprinted and a criminal background check is completed.

SAFETY & EMERGENCY POLICIES

1. All staff will review the camps program's safety policies during the training prior to camp start dates.
2. No child will be left alone or unsupervised in the camp program.
3. Children will be checked in upon arrival in the morning and checked out upon departure from camp. A staff member must be made aware of the child's departure from camp. **(Notify camp director in writing if child will be walking home, being picked up by someone other than the parent or going home with a friend.)**
4. Camp staff have immediate access to a telephone during the day.
5. A first aid kit and staff members trained in CPR and first aid will accompany all groups on field trips.
6. Swimming pool guidelines:
 - American Red Cross certified lifeguards are on duty at all times.
 - Camp staff will accompany the children to and from the pool, attend the children in the locker rooms and will be present during the swim period.
 - When using the swimming pool, no child will be left unsupervised.
 - Campers will be placed in age specific groups and be supervised by camp counselors.

In the event of an emergency creating a need for medical or dental attention, the following procedures will be followed:

- If immediate emergency treatment is indicated, the camp director will contact the rescue squad to bring the emergency equipment.
- If a minor accident or illness occurs, staff certified in first aid will administer the necessary first aid and the parent will be contacted.
- Minor injuries are reported at the end of the day.
- If the parents cannot be reached and a doctor's services are necessary, the staff will obtain the necessary medical treatment from the child's source of health care listed on the emergency form. Additional emergency phone numbers provided by the parent will be contacted.
- If you are informed of an ill child, you must pick up the -child within the hour.
- All accidents will be recorded on a Patron Injury Report Form and reported to the Director of Recreation.

Medication Authorization Form - Prescription Medication

Name of Child: _____ D.O.B.: _____ Today's Date: _____

Name of Medication: _____

Prescribing Health Care Provider: _____ Phone: _____

Reason for Medication (optional): _____

Dose: _____ Time/Frequency: _____

Route: Topical Inhaled Epi-Pen Injection

Check one: Child will self-administer in presence of adult Staff to administer to child

Date to Start: _____ Date to Stop: _____ Expiration: _____

Additional Instructions/Comments:

Known side effects: _____

I authorize (camp registered at) _____ personnel to administer the medication to my child as stated above. I release and agree to hold the City of Shaker Heights, its officials, and its employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Parent/guardian printed name: _____ **Date signed:** _____

Parent/guardian signature: _____

Return of Medication to Parent/Guardian:

Return Date: _____ Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____