

City of Bellevue Recreation Department



***2022 Camp Grace
Parent / Child Handbook***



Camp Requirements

Summer camp and the care program is offered for children grades 2nd - 8th. Children must be toilet trained and able to change their own clothing. Enrollment is limited and available on a first-come, first-served basis.

Hours of operation

Camp is held Monday through Friday from 10:00am to 2:00pm from July 18th to July 22nd. Camp will be held at the Knights of Columbus Building at 816 Monroe Street, Bellevue, OH 44811. **(unless otherwise noted).**

Registration

Register online, over the phone, or in person at the Rec Center. You must have an account with us to register online. Registration will be open until either the max number of children is reached or the Friday of the week prior by noon.

Fees

Camp Grace fees are \$15 per child. This will help cover the daily costs and maintain an investment mentality for parents/guardians. Fees are non-refundable.

Non-Discriminatory Policy

The City of Bellevue does not discriminate for reasons of race, creed, color, gender, religion, disability, national and ethnic origin in its admissions, scholarship or educational programs and activities.

Arrival/Departure Procedures

Children may arrive no earlier than 10 minutes before start time. Children are to be walked into the Knights of Columbus Building check in desk and signed in by an adult. This is mandatory for every day of camp. The first day of camp, the counselors will greet you and verify that all required paperwork has been completed.

Children need to be dropped off by 10:10am each day. If you need to be late, please speak with the camp director at least one day prior to the late arrival. Late arrivals create an unnecessary distraction to the other campers as we have activities planned beginning at 10:10am.

Out of respect for the staff, children must be promptly picked up by 2:00pm. Parents or caregivers are asked to park and come into the building for pick up as you will be required to sign your child(ren) out at the end of the day. If someone else is picking up your child that is not listed on their forms, you must provide a note the morning of - the person picking up the child will be required to present a photo ID to do so.

Our primary goal of our summer camp program is to provide a safe environment for your child. We have instituted the following policies to ensure their safety and well-being.

Emergency Medical Authorization

Each camper is required to have an emergency medical authorization form on file providing information from the parent/guardian on how they wish for staff to proceed in the event of an emergency. In the event staff is unable to contact the parent/guardian, staff will begin calling the emergency contacts provided. ***This information must be submitted no later than the start of the camp week.*** The form will be a FlexForm on RecDesk that is required as part of the registration process.

Supervision

No camper will be left alone or unsupervised, and appropriate staff/camper ratios will be maintained.

Illness/Injury

If a child becomes ill or seriously injured throughout the course of the day, the parent/guardian will be contacted and will be required to come pick up the child immediately. Campers may not return to camp until they have been fever, symptom, and vomit free for 24 hours.

Medication Policy

Medication will NOT be dispensed by our staff without explicit written documentation and training from the parent/legal guardian. Directions on how to administer the medicine must be written in great detail.

Code of Conduct

The Bellevue Recreation Department is committed to ensuring that all campers and staff are provided with a healthy and safe environment during their time at camp. To ensure the safety and well-being of each child, we have to institute a zero tolerance policy. Preventative actions and positive guidance will be used as the primary disciplinary tactics. In situations where those tactics are ineffective, staff will try to redirect the child's attention. If that fails, staff will remove the child from the play area by placing the child in a time-out until the child can appropriately return without negative behavior. If the child's behavior continues to be a problem, the child may be suspended from the program. All discipline reports will be kept on file. **No refunds will be permitted if your child is removed from camp for the following offenses.**

The following are some offenses recognized by the Department as violations of conduct that may initiate discipline. This list is not all-inclusive:

- Belligerent, defiant, or abusive speech
- Vandalism or act resulting in property damage
- Assaulting, hitting, or fighting with another camper or staff
- Behavior that causes a hostile environment which may put campers or staff in danger
- Profanity
- Theft, tampering, removal, or unauthorized possession of property belonging to campers or employees
- Any serious behavior not previously listed

First Offense: The camper will not be permitted to participate in the afternoon free time activity and staff will speak with the parent/guardian at pick up.

Second Offense: Removal of camper from the program for the remainder of the week.

Personal Items/Cell Phones/Electronic Devices/Toys

Campers are asked not to bring toys or electronic devices from home. We ask that all items (backpacks, lunch boxes, etc) be clearly marked with the child's name on it.

Campers are not permitted to utilize cell phones while in attendance at camp. Staff will contact parents/guardians if there is an emergency. The City of Bellevue is not responsible for any damaged, lost, or stolen items/electronic devices, etc.

Dress Code

Tennis shoes and socks must be worn to camp daily. Sandals/flip flops are permitted for the pool area ONLY. Proper footwear is extremely important when playing sports and other activities!

Emergency Pick Up

If a parent is contacted by camp staff and instructed to pick up your child due to health, medical, safety, or disciplinary reasons - you are required to do so within one hour of initial contact.

Lost and Found

Please clearly mark your child's name on ALL ITEMS THAT THEY BRING TO CAMP. Lost items may be reclaimed from the lost and found storage box.

Snacks/Lunch

Lunch must be brought in daily along with a water bottle. Failure to provide a lunch will result in a \$5.00 fee for the program to provide lunch and written notice after the first and second offenses. A snack will be provided every day for all who are attending camp. If your child has dietary needs, please discuss that with the Camp Director at least one week prior to their participation. You may be asked to provide your child with a snack from home if we are unable to accommodate their needs. We ask that children **do not** bring money for the vending machines.

Sunscreen

Please apply sunscreen to your child prior to camp EVERY DAY. If sunscreen needs reapplied at lunch time, staff will assist your child with application. **Spray sunscreen is the only sunscreen permitted.**

Absence

If your child is sick or will be absent from camp, please notify staff before 9am on that day - email foreverlygrace@gmail.com to report all absences. **Absences reported verbally must also be emailed prior to their absence.**

Swimming (in addition to the posted guidelines at the pool):

- Children are asked to bring a **swimsuit, towel, and sandals/flip flops** every day.
- If your child does not know how to swim and prefers to stay out of the water, let us know so that the appropriate arrangements can be made.
- Any children wearing a life vest or puddle jumper are required to stay where they can touch in the pool.
- A child must pass a swim test given by a lifeguard in order to use the diving board, slides, or swim in the deep end.
- Parents will be asked to state any preferences that they have for swimming on their child's medical and information forms prior to camp.
- **All children that need one are expected to bring their own life jacket or puddle jumper with them to camp every day. They must be Coast Guard approved and fit them properly! No floaties permitted!**
- They may leave their life jacket or puddle jumper in their cubby throughout the week if you would like them to.
- If your child does not have a life jacket, we will do our best to provide them with one. If there are none available, your child will not be permitted to swim until one becomes available.

Staffing

Children will be supervised at all times. Our staff consists of caring individuals with varying degrees of education and experience. Staff are required by state law to report any suspicions of child abuse or child neglect.

Anything else you should know

- **We ask that all campers bring their belongings in a backpack to camp every day.**
- There will be a fridge available for your child to store their lunch in every day.
- We will have cubby spaces available for your child to store their belongings and extra outfits throughout the week.
- Please check over the 'What to bring checklist' before coming to camp each day. We recommend putting it up on your fridge for a daily check!
- Check your email daily throughout the camp week for any special announcements we may have. **Email is our main form of communication used throughout the week, unless there is an emergency.**
- Make sure you answer any call that you receive while your child is at camp! Staff may be calling from their personal numbers if they need to contact you in a timely manner.

ENROLLING YOUR CHILD IN SUMMER CAMP INDICATES AGREEMENT TO ABIDE BY ALL POLICIES AND PROCEDURES ENUMERATED IN THIS PARENT/CAMPER HANDBOOK.

What to bring to camp every day:

- Bookbag
- Lunch
- Towel
- Swimsuit
- Extra Outfit
- Sandals/ Flip Flops
- Life Jacket (if needed)
- Tennis Shoes
- Socks