

Washington Township
Recreation Department

SUMMER CAMP

Parent Resource Guide



2024

QUICK REFERENCE CHECK

The following is a quick reference check list to ensure that your child is properly prepared for camp each day. Whether it's sports, theatre, traditional, specialty, extreme or on the go, this is your resource guide for all things camp.

Before Camp Begins:

- ✓ Read this document.
- ✓ Complete the ONLINE *Participant Health Profile Form through ePACT*. All emergency, medication, and activity information are included in one form. You will receive an invitation from ePACT within 72 hours of completing your camp registration. No child will be permitted to attend camp without this form on file. If you have further questions, please call Sara Moyer 937-432-2750 or email sara.moyer@washingtontwp.org
- ✓ Know the location of your camper's drop-off site, which varies by camp. You will also receive a welcome message through an email or Constant Contact prior to the start of your child's camp. (Reference page 8-10)

Arriving to Camp:

- ✓ Camper is dressed ready to play, wearing sneakers or closed toed shoes.
- ✓ Campers have their lunch, snack, refillable water bottle, and, if scheduled to swim, their swimsuit & towel. (Reference pages 5). If your child is in AM and PM Extended Care, two snacks are recommended. The RecPlex, Town Hall and Cline Elementary do not provide snacks for summer camp participants.
- ✓ Find the correct camp location and sign your child in with the staff member on duty. (Reference page 11)

End of the Day:

- ✓ Find your child's camp; they should be in the same place you dropped them off unless otherwise indicated. (Reference page 11)
- ✓ Present your **Driver's License** or other form of ID to the staff member. Check your child out on ePACT through phone or Ipad. You must enter the facility to sign your child out. (Reference page 11)
- ✓ Ensure your child has all their belongings. (Information on lost and found maybe found on page 5)

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IMPORTANT CONTACT INFORMATION:

WEBSITE: <https://washingtontownshipoh.myrec.com/info/activities/default.aspx?type=activities>

FACEBOOK: <facebook.com/WashingtonTwpRec>

SKYHAWKS SPORTS CAMPS: Cline Elementary School

Dan Ruble, Sports and Fitness Supervisor (937) 433-0130

Daniel.Ruble@washingtontwp.org

THEATRE CAMPS: Town Hall Theatre

Christie Cerio, Fine & Performing Arts Coordinator (937) 432-2835

Christie.Cerio@washingtontwp.org

TRADITIONAL, SPECIALITY AND EXTREME CAMPS: RecPlex East, West, Countryside Park & Cline Elementary

Zach Konsoer, Youth Enrichment Camp Manager (937) 432-2814

Zach.Konsoer@washingtontwp.org

Sara Moyer, Youth Enrichment Camp Manager (937) 432-2750

Sara.Moyer@washingtontwp.org

Sheila Russell, Youth Enrichment Supervisor (937) 432-2802

Sheila.Russell@washingtontwp.org

CAMP LOCATIONS

On-Site Locations

RecPlex EAST

895 Miamisburg-Centerville Rd.
Dayton, Ohio 45459
Phone: 937-433-0130

RecPlex WEST

965 Miamisburg-Centerville Rd.
Dayton, Ohio 45459
Phone: 937-433-0130

Off-Site Locations

Cline Elementary School

99 Virginia Ave.
Washington Township, OH
45458
Phone: 937-433-0130

Town Hall Theatre

27 N. Main Street
Centerville, OH 45459
Phone: (937) 432-2835

CAMP CHECKLIST

What TO Bring to Camp:

- **Lunch and Snacks:** A thermal lunch box with an ice pack is the best option. There is no refrigeration for campers' food. Also include snacks for your camper. Each camp group will have a designated snack time each day. If your child is in AM/PM Extended Care, please send extra snacks. It's a long day. Kids get very hungry after a day of camp. Camps do not provide snacks and campers are not permitted to use the vending machines.
- **Refillable Insulated Water Bottle:** Campers should drink lots of water throughout the day and will have opportunities to refill bottles throughout the day.
- **Swimsuit and Towel:** On-site RecPlex camps will swim one to two days a week during camp. Swim tests will determine the areas of the pool campers can use. Camps held at offsite locations (Sports, Theatre, Sun & Fun and Specialty Camps) will NOT swim. Each camper will be wrist banded with the appropriate color designating the area they are permitted to swim in. There is no alternative activity to swim time. For campers who prefer not to swim, they may sit out and enjoy a book, play cards or other quiet activity on the pool deck with others, supervised by our camp counselors.
- All these items should be brought in a bag, clearly labeled with the camper's name.

What NOT to Bring to Camp:

- **Money.** Please do not allow campers to bring money to camp. They will not be allowed to purchase snacks from vending machines, and they will not visit gift shops while on field trips.
- **Electronics.** This includes phones and iPads, among other items. These will be required to be kept in backpacks and turned off if they are brought to camp. **Should campers bring these items against recommendation, and they become lost, stolen, broken or misplaced, the Recreation Department takes no responsibility for the items.**
- **Glass bottles or containers.**
- **Knives or other weapons.** Parents will immediately be called should a camper bring a weapon to camp, and disciplinary measures, up to suspension or expulsion from camp will be taken.
- **Slime, toys, trading cards, Pokémon cards, anything of value.**

GENERAL INFORMATION

Camp Attire

Please send your child to camp prepared with the following:

- Sneakers or closed toed shoes.
- Clothes that can get dirty. Many of the camp activities are based outside, so clothes and shoes will get dirty and messy.
- Sunscreen already applied.
- On field trip days, we ask that each camper wear their camp bracelet and camp shirt when possible.
- For camps that swim: Swimsuit, towel, flip flops. (Plastic goggles optional). No glass eye masks.
- Backpack (name clearly marked inside)
- Lunch, snacks, and a water bottle
- Extra change of clothes/underwear in case of an accident or mishap.
- For sports camps, any appropriate padding or equipment needed for a particular sport.

Sunscreen Usage at Camp

It is highly recommended that sunscreen be used throughout the summer. It is also suggested that children wear light-colored shirts and hats for all outdoor activities, including swimming for those camps that travel to outdoor water parks, to prevent sunburn from occurring.

- Please send sunscreen marked with your child's name in their backpacks each day to camp. Camp staff cannot provide sunscreen for the campers. Not all children are able to use the same sunscreen due to skin sensitivities; therefore, our staff treats it with the same care as they do with medication. Staff will **remind** children to reapply throughout the day. **ONLY** when authorization has been given using the ePACT Form by the parent/guardian, will the staff assist the camper with sunscreen. If staff assistance is needed, please provide spray sunscreen with your name clearly marked on the container.

Lost and Found

We ask that campers be responsible for their own belongings. Camp staff and the Recreation Department are not responsible for lost, stolen, or misplaced items. To help prevent lost items, please print the name of camper clearly on items.

- Items that are left unclaimed at RecPlex East and West and Countryside Park at the end of the week will be brought to the Lost and Found area of Rec West on Friday afternoons.
- Items that are left unclaimed at Cline Elementary or Town Hall Theatre will remain there until the end of summer and then will be brought to the Lost and Found area of Rec West.
- Items left in the pool area are placed in the Lost and Found at the RecPlex East near the pool entrance.
- Items left at a field trip site will be the responsibility of the family to retrieve. Camp staff will do their best to ensure that all items are gathered before departing the site.
- Items left at camp may not be retrieved after the camp day ends if the camp staff has already gone home and locked the site.
- At the end of the summer, Camp families will have two weeks to claim any lost items. Please print your camper's name clearly on all items to ensure these items get back to you.

Special Circumstances:

- Food to be shared with other campers must be discussed with the Camp Director at least 2 days prior to bringing it into camp. Allergies, quantity, and appropriate time for drop off will be discussed.

Camp Medical Forms

Participant Health Profile Form

ONE form for emergency, medication, and activity information is used. An invite from our provider, ePACT, will be emailed within 72 hours of registering for camp. No child will be permitted to attend camp without this form on file. This form must be done electronically. If you have further questions, please email sara.moyer@washingtontwp.org.

Follow the instructions to complete the registration. Once the file is completed, it is good for one year or unless medical history or other information has changed.

This information must be on file with our staff prior to your child's participation ANY camp.

The deadline for submitting the ePACT Participant Health Profile Form ends at 12 noon on the Friday prior to the start of your child attending camp. The ePACT Health Participant Profile Form will give our staff:

- **Emergency Contact Information**
- **Health Profile** for each child including information on allergies and authorizations for use of inhalers and anaphylaxis care when appropriate. It also includes your child's immunization record and a section for parents to document non-immunized campers.
- **Activity Restrictions** for campers who may have special needs.
- **Mental, Emotional and Social Health** information regarding your child. Please help us set your camper up for success by sharing important campers' needs.
- **13+ Sign Out/In Authorization** releases campers age 13+ into their own care before/after camp.
- **Permission to Transport Authorization** for children on field trips or requiring medical transport.
- **Permission to Swim Authorization**, which guides our staff as to your child's swimming abilities.
- **Medication Authorization*** for campers who may need medication administered at any point during the summer. This includes all over-the-counter medications as well as prescriptions. A reminder to parents that this includes the application of sunscreen. Staff will complete a medication form at check-in on the first day of camp. All medication **MUST** be in the original container and accompanied by only the amount needed for the week. All medications during the camp week are secured in a locked bag with instructions carried out and administered by the Camp Director. All original containers will be returned to the

parent/guardian on Friday at pick up. Any original containers/inhalers or EpiPens that are not picked up will be disposed of properly. All directors receive training in Medication Administration.

- **Alternate Pick-Up Authorization** for parents to designate alternate individuals to pick-up their child.
- **General Medical Release and Informed Consent Acknowledgement.**

Specific Camp Descriptions

TRADITIONAL CAMPS

Sunrise Play (Ages 3-6)

Sunrise Play is for our youngest campers and meets for half a day. Activities will follow the theme of the week and include crafts and games, story time and songs. Plus, the group will explore Countryside Park and Butterfly playground. A 30-minute swim time will be offered in our recreational pool 11:30-Noon on Mondays and Thursdays. Children should wear their swimsuits under their clothes and bring a towel. Children must be fully potty trained to attend this camp. It is recommended to bring a change of clothes each day of camp.

Campers will drop off at the Indoor Play Space at RecPlex WEST M-F. Campers will be picked up from the same location on T/W and F and picked up at the pool at RecPlex EAST on M/TH

All Woodland Play groups will be together for pool time, field trip and Fun Friday.

Woodland Play Red (Ages 5-7)

Our youngest Woodland Play campers will have the opportunity to play games, make arts and crafts, enjoy story time, sing songs, play games, swim twice a week and watch an age-appropriate movie on the big screen. They also get to explore Countryside Park AND travel offsite for a field trip every Wednesday. Campers must have completed one year of full day school and be fully potty trained. This group will have fewer transitions than Woodland Play Blue. This group travels on Wednesday. ***Campers in Woodland Play Red will drop-off and pick-up at the RecPlex WEST.***

Woodland Play Blue (Ages 7 and 8)

Our middle group of Woodland Play campers will gather into their groups to begin rotating to the various scheduled daily activities. During the week they will have an opportunity to play games, do arts and crafts, use the climbing wall, learn archery and swim. This group travels on Wednesday. They will also explore Countryside Park with fishing and kayaking AND travel offsite for a field trip every Wednesday. This group travels on Wednesday. ***Campers in Woodland Play Blue will drop-off and pick-up at the RecPlex WEST.***

Woodland Play Gold (Ages 8 and 9)

Our oldest Woodland Play camper will experience more independence and more competition than Woodland Play Blue. Upon arrival campers will play games until everyone arrives; at which time they will gather into their groups to begin rotating to the various scheduled age-appropriate activities. During the week they will also do arts and crafts, use the climbing wall, fish, kayak, swim and play archery tag. This group travels on Wednesday. ***Campers in Woodland Play Gold will drop off and pick up at RecPlex WEST.***

Backwoods (Ages 9 to 11)

Campers will play games until everyone arrives; at which time they will gather into their groups to begin rotating to the various scheduled daily activities. During the week they will have an opportunity to kayak, fish, climb the wall, play games, make arts and crafts, swim twice a week, learn archery and play archery tag. This group travels on Tuesdays. *Campers will drop off and pick-up at the RecPlex EAST Room A in the Main Building.*

Backwoods and Beyond (Ages 11 and 12)

Campers will gather into their groups to begin rotating to the various scheduled daily activities. During the week our older campers may choose activities which include kayaking, fishing, climbing the wall and swimming. Games are more competitive, and campers have a bit more freedom. All campers will enjoy STEM projects, Fun Friday and swimming on Monday. They will also learn archery and play archery tag. This group travels twice a week on Tuesdays and Thursdays. *Campers will drop off and pick-up at the RecPlex EAST Room B in the Main Building.*

Countryside Crew (Ages 7 to 10)

Following a weekly theme, our newest camp will enjoy exploring Countryside Park through creeking, fishing and kayaking. They will investigate the ponds, pollinator gardens and enjoy lots of outdoor play in our 24-acre park. Additionally, campers will swim on Monday and Thursday, participate in Fun Friday, and use the climbing wall. They will also test their skills at archery. *Campers will drop-off and pick-up at the A-Frame Shelter in Countryside Park*

Caravan Camp (Ages 12 to 14)

Caravan will meet in the Lobby of Rec West facility. This group of 13 teens and 2 counselors travel to a different location most days. Campers will also enjoy the benefits of the RecPlex, climbing wall, kayaking and archery as well as playing outdoors and swimming in our pool. *Campers will drop-off and pick-up in RecPlex West Lobby, right side.*

SPECIALITY CAMPS (Ages 6 to 14 but varies by camp)

Specialty Camps feature fully immersive program experience. Each day campers live and experience the adventures, challenges, and moments of the theme of the week. *Campers will drop off and pick-up at an Off-Site Camp Location.*

EXTREME CAMPS (Ages 8 to 15 but varies by camp)

Mixing travel, themes, limited availability, and extreme level fun all week long, these elevated EXTREME camps don't hold back. This one-of-a-kind experience based on imagination, creativity, and shared interests takes camp to the EXTREME. *Campers will drop off and pick-up in RecPlex WEST Lobby.*

Sun and Fun Camp @ Cline Elementary School (Ages 6 to 12)

Campers of age can participate in ½ day or full day camp. STEAM activities, water activities, gym games, team building activities and lots of outdoor play are in store for these campers. This is a great addition to campers in our ½ day camp options. All activities are held at our off-site location at Cline Elementary School. Campers participating in sports, art, STEAM camps will be escorted by staff at the appropriate time to Sun and Fun.

Counselor in Training (CIT) Program (Ages 13 to 15)

Our Counselor-in-Training (CIT) Program is a hands-on training experience that gives teen campers ages 13-15 valuable insight into the role of a camp counselor. *Drop off and pick-up in RecPlex WEST Lobby.*

Requirements

- ✓ Applicants must possess a genuine interest in recreational youth development and in working with campers ages 3-9.
- ✓ CITs must be willing to commit the required energy, enthusiasm, and positive attitude to all aspects of the camp week. CITs will participate in all camp activities and field trips.
- ✓ CITs will be assigned camp programs either a position with Sunrise Play (ages 3-6) or Woodland Play (5-9). They can also be assigned to help with morning and evening Extended Care if requested at no charge.
- ✓ Participation in the CIT program is by selection. Teen submits a 500-word essay to Sheila.russell@washingtontwp.org on why they want to be a CIT. A brief interview will also be scheduled with the candidate.

Theatre Camp @ Town Hall Theatre (Ages 5 to 15)

Hit the stage this summer! Each week we will offer a different skill needed to be a part of the theatre. Whether you want to learn what happens backstage or what happens on stage we have a camp for you. Campers will develop life skills such as public speaking, collaboration, and communication through stage skills. The weekly schedule for all the theatre camps includes instructional classes from 12:30p-3:30p Monday-Friday at Town Hall Theatre. ***Campers will drop off and pick-up Monday through Friday at Town Hall Theatre.***

Skyhawks Sports Camps (Various Ages/Grades)

A variety of sports camps for varying ages are offered through Skyhawks Sports at Cline Elementary. Half-day and full-day options are available. If you are looking for a full day camp, make sure to check out AM or PM Sun and Fun Camp. ***Campers will drop off and pick-up Monday through Friday at Cline Elementary School. Look for the signs.***

Full Day On-Site Camp General Schedule - *Sample*

Below is a sample schedule of activities to help parents communicate with their children about their day: A more detailed schedule will be emailed the Thursday before your scheduled week of camp in our weekly Constant Contact newsletter. Copies will also be available at check-in on Monday mornings.

7:30-9a	AM Extended Care: Gym, Movie, Game Room Activities (RecPlex Camps Only)
9-11:30a	Group Games and Activities, Crafts, Kayaking, Fishing
11:30-12p	Lunch
12-1p	Group Activities
1-3p	Pool or Activity Time
3-4p	Closing Activities and Games
4-6p	PM Extended Care: Gym, Movie, Game Room Activities (RecPlex Camps Only)

Field Trips

Camps located at RecPlex EAST and WEST will travel to local destinations on field trips, except Sunrise Play. Woodland Play, Backwoods and Backwoods and Beyond campers will be transported by a Centerville School Bus and bus driver to their designated field trips. Camp Caravan and Extreme Camps will utilize a 15-passenger township van driven by our trained Camp Director, but at times may be transported on a Centerville Bus.

Travel Camp Schedule

- ✓ Woodland Play: Field Trips on Wednesday
- ✓ Backwoods: Field Trips on Tuesday
- ✓ Backwoods and Beyond: Field Trips on Tuesday and Thursday
- ✓ Caravan: Travels daily to various locations
- ✓ EXTREME: Travels at least three days a week

All travel schedules are tentative. While it is our intention to follow the published schedule, changes may need to be made due to inclement weather or site difficulties. No refunds will be given for location changes within the weekly schedule.

Fun Friday

Traditional camps located at RecPlex EAST and WEST and Sun & Fun at Cline will participate in Fun Friday, each Friday. This All-Camp special day will bring a unique experience to all our campers in Traditional Camps. Fun Fridays typically involve a special treat and a special activity that is different each week.

Daily Drop Off/Sign In & Out Procedures

Daily Drop Off

Please look for the appropriate sign for your camper drop off. Adults **MUST** drop off the camper in the correct location and check in with the Camp Director.

For camper sign out, only adults authorized on ePACT are permitted to sign a camper out. Adult must present a valid ID or **Driver's License each time at pick-up.**

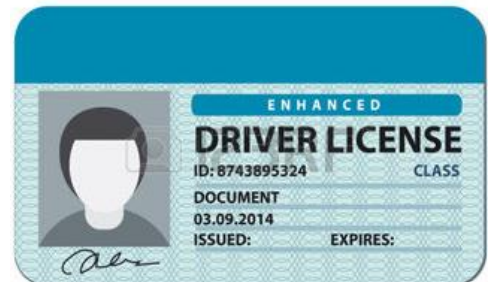
Parents may authorize additional adults on the ePACT. Please contact Sara Moyer, at sara.moyer@washingtontwp.org or call **(937) 433-0130** and ask for her in cases of emergency.

Campers 13 and older may sign themselves in and out, if given permission on the ePACT form.

Late Arrival to Camp

If you arrive late to drop off your child, first go to the camp's assigned location. If you are unable to locate the group, please text the number of your camp and ask for assistance. Camp number will be emailed to you weekly in your Constant Contact Newsletter.

Should you be late on a field trip day, ***the group will not wait for your arrival.*** Children may NOT be dropped off or attend a different camp while waiting for their camp to return. Check your child's camp director for specific information on field trip departure and return times.



Early Departure

Should it be necessary for a child to be picked up early from camp, please inform your child's camp director in the morning, and designate a time and location for their departure.

Should a child need to depart early on a travel day, the parent or authorized adult may need to go to the travel site and present a valid ID or driver's license for check out.

Please understand that our staff cannot change the activity schedule to accommodate a child's daily schedule. Note travel days for your child's camp and know departure times, because those times will not be altered for individual needs.

Extended Care

There is no single day Extended Care available. Registration is for the entire week. And it is only available for campers participating at RecPlex East and West.

Extended Care is available for campers that need to stay beyond the 9a – 4p. camp time. **AM Extended Care** is available from 7:30a-9a and **PM Extended Care** is available from 4p -- 6p. You may register for either AM Extended Care, PM Extended Care, or for both, on a weekly basis.

Camp Staff will escort campers from Extended Care to their camps around 8:45a and then back (if registered) at 3:45p.

PLEASE NOTE: Extended Care is not available for Sunrise Play or camps offsite at Centerville City School locations.

Children may choose to watch a movie in our auditorium, participate in games, quiet activities, or crafts. Parents or guardians must present a valid ID or driver's license to the staff member at the table in the lobby area at RecPlex WEST to check their child out for the day.

Tardy Pick- Up Policy

While we do understand that unusual situations arise, it is necessary to standardize the policy for Tardy Pick-Up, so all patrons are treated in an equitable manner.

The following policies have been established:

- We expect prompt pick up at the end of camp or extended care. We understand that unexpected issues do arise. If you know you are going to be late due to an emergency, please call the RecPlex to let our staff know. Camp cell phone numbers will be included in your weekly email (Constant Contact) sent the Thursday evening prior to your child's camp week.
- For campers attending offsite locations at Centerville City Schools, late pickups after the first 10 minutes, parents will be charged \$1.00 per minute up to 30 minutes. After the first 30 minutes, parents will be charged \$2.00 per minute.
- For campers attending RecPlex EAST/WEST, after 10 minutes, campers will be brought to PM Extended Care, located in RecPlex WEST. Parents will be charged \$1.00 per minute up to 30 minutes. After the first 30 minutes, parents will be charged \$2.00 per minute.
- If tardiness persists, you will receive a call from our staff to resolve the problem.

- If a child is not picked up after 10 minutes, all authorized pick-up contacts will be called. After 30 minutes, the Montgomery County Sheriff's Office will be called to assist in locating the child's responsible party.

Health and Safety

Safety Procedures- General

The following rules have been established for the summer camp program to ensure that the staff will provide the safest environment for our participants:

- No child will ever be left unsupervised.
- Children will be escorted to and from the building during outside activities.
- Camp staff will have current CPR/AED/First Aid certification.
- Camp staff will receive Concussion Awareness training.
- Supervisory camp staff will receive best practices training on administering medication.
- All Aquatic Staff have a current Lifeguard Certification.
- Supervisory camp staff will review and have access to each camper's Emergency Medical Form while on-site and away on field trips. Our staff considers this information confidential.
- Accident Reports will be completed and available to parents at the end of the day.
- Evacuation Procedures are posted in each room of the facility. The children will be made aware of the procedures through discussions.

Transportation/Field Trip Safety

The following field trip rules apply to all Summer Camp Participants:

- Each child on a field trip will have a wrist band attached to their wrist containing the RecPlex's name and phone number. We will collect bands after the trip.
- We recommend all campers wear their camp shirt on field trips days.
- Your child will be instructed on van/bus rules prior to departure.
- Appropriate child restraints will be required in our vans. Bus seats comply with state laws; no restraints are available.
- Directors will have first aid kits and access to Emergency Medical Forms and medication on all field trips.

Aquatic Safety

Prior written permission for each child to participate in recreational swims must be obtained from the parent or guardian, by signing the Permission to Swim Authorization on the Participant Medical Form. Summer camp staff and certified aquatic staff will supervise all pool activities on site.

Swim Testing Procedure

On the ePACT Participant Health Profile Form, parents/guardians will specify their child's level of participation in swimming/water activities. If parents indicate on the form that they are comfortable with their child participating in swimming/water activities in water depths of 2' or greater, their child will be given a swim test on their first day of camp. The test requires the child to swim one lap of the lap pool (25 yards). Your child must be able to show a swimming stroke (no dog paddling or underwater swimming will be accepted) at least half the length of the pool,

then be able to swim the other half in a stroke they are comfortable swimming. Children must show that they can swim with their face in the water to successfully complete the swim test. Be sure that children have their goggles, nose plugs, or ear plugs each day for swimming. These are not supplied at camp.

Your child will be given a swim band colored to correspond to their swimming ability. Both the summer camp staff and aquatic staff are trained to recognize the band colors as follows:

- The children who can swim one lap of the lap pool will be given a color band that enables them to swim in all pool areas.
- Those children who cannot swim one lap of the main pool and whose parents request that they stay in shallow water or those children who choose not to take the test, will be given a band that denotes that they must stay in the recreation pool.
- The waterslide test will be given to those who are tall enough to stand at the bottom of the waterslide and have demonstrated adequate swimming skills to enable them to safely use the slide. These participants will be given a band which will allow them access to the slide and the recreation pool only during swimming time.

Kayak/Canoe Safety

The following rules will be in effect for kayaking and canoeing:

- Children will be required to wear life jackets at all times while around the pond.
- Younger children will be accompanied in the boats with a counselor.
- Older children will kayak/canoe on their own after being given instructions from camp staff.
- A certified Lifeguard will always be on duty during this activity period.

Campers whose parents have prohibited their participation in swimming/water activities on the **Participant Health Profile Form** will not participate in these activities. Parents who specified 2' of water or less on the form must contact Sara Moyer via email: Sara.Moyer@washingtontwp.org stating that they do not want their child to participate in supervised kayaking/canoeing.

Communicable Disease Policy

All children will be observed daily as they enter the program for signs of communicable diseases. If a child appears ill, a call may be made to the child's parent to discuss the situation and to determine what alternate plans can be made should a child need to be isolated from other campers.

Until the parent or alternate caregiver arrives, the following steps will be taken to remove the child from contact with other children:

- Your child will be taken to an office to rest quietly until the parent/guardian arrives.
- The child will be within visual and auditory range of a staff member who will observe the child for worsening conditions until the parent arrives.
- Should the illness occur on a field trip, the parent may be asked to pick up their child at the trip site.
- It would be helpful to know if your child becomes ill with a contagious disease, so we can notify other parents in the program that their child may have been exposed to that illness.

Concussion Safety

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Concussion injuries are not limited to sports activities or athletes. Anyone who suffers a bump to the head can be affected. Our staff is trained to recognize and evaluate concussion symptoms and to alert medical personnel when they may have occurred. An information sheet titled “Heads Up” provided by the CDC is included at the end of this guide.

Medications and Treatments

Please make the staff fully aware of any medical conditions or restrictions your child may require on the ePACT Participant Health Profile Form. This information enables our staff to know how to best serve your child.

We do not lift, carry, toilet or transfer, except in the event of an emergency.

If you would like to discuss your child’s needs or have questions, please email Sheila Russell, Youth Enrichment Supervisor at Sheila.Russell@washingtontwp.org before the start of your child’s camp.

Inclusive and Adaptive Recreation

Washington Township RecPlex encourages all individuals to participate in the recreational opportunities of their choice. The RecPlex complies with the American with Disabilities Act (ADA), which prohibits discrimination of programs, services, and activities for individuals with disabilities. The RecPlex is committed to providing reasonable accommodations, program modifications, and inclusion services to ensure equal access to all services, programs, and activities.

To request an accommodation, please register for the camp of your choice, [complete this form in full](#), and submit it along with any important information for the modification request (examples: I.E.P., 504 plan, PBIP, etc.), if applicable to addie.weaver@washingtontwp.org. Requests should be received as soon as possible, but no later than 10 business days prior to the start of the program.

Procedures for Medical Emergencies

Should a child become ill or injured during Summer Camp the following procedure will be followed:

- In the case of a minor accident or medical emergency, a staff member notifies the Camp Director and assistance is sent. The child may be moved to an office to rest quietly, while they await the arrival of their parent/guardian.
- In the case of a serious accident or medical emergency, 9-1-1 will be called and the parents will be notified immediately. The child will be taken to the hospital of choice when possible or released to the parents depending on the situation. If emergency services are contacted, transportation to the hospital will always be done by medics.
- If the parents cannot be located, the emergency contacts are called. All information should be accurate and current on the Participant Health Profile Form to ensure proper care will be given to your child in case of an emergency.
- A staff member will accompany the child to the Emergency Room at the hospital if the parent does not arrive prior to departure. The staff members will give access to the Participant Medical Form to the medics and doctors at the hospital.

- Should the parent arrive before departure of the EMS Unit, the staff will turn all responsibility of accompanying the child to the hospital over to the parent.
- All documentation of the incident will be completed by the staff and turned in to the Camp Director before clocking out for the day.

Child Abuse Policy

By state and county law, all agencies that provide children’s programming are required to report suspected child abuse to the appropriate authorities. Likewise, should a child indicate to a staff member that any sort of abuse is occurring to them, it is the staff’s obligation to report this to the Montgomery County Children Services.

Discipline Procedures

We are committed to preparing our campers for their future. The safety and enjoyment of all participants is our main concern. The Recreation Department staff shall maintain a positive approach to discipline by rewarding desirable behavior with positive reinforcement. The Participant Code of Conduct, the Transportation Rules, the Discipline Procedures, and rules that may be specific to each camp will be discussed with the children at the beginning of every session, so they are aware of all the rules.

Washington Township Youth Enrichment have aligned themselves with Centerville City School PBIS (Positive Behavioral Intervention and Supports) model approach to provide protective factors for our youth and increase their resiliency skills while participating in our summer camps, after school and enrichment programs. Our message will increase opportunities to enrich and strengthen relations with youth to help them grow and succeed in a safe, positive, respectful, and kind environment where everyone is accountable. Unleash your SPARK today!

Please review the following information with your child before the summer camp program begins so they understand their behavior expectations from the beginning.

Participant Code of Conduct

- Participants will show respect to staff and other participants by following directions, keeping hands and feet to themselves, and refraining from using profanity or other disrespectful language.
- Respect the property of the camps, the RecPlex facility, the bus, and property of offsite facilities.
- Participant must remain with the assigned group at all times.
- No physical or verbal fighting with other participants or staff members.
- No weapons, including, but not limited to pocketknives.
- Participants should refrain from attending the program if they are ill.
- Follow the direction of the staff.
- Participate in activities.
- Clean up after yourself.
- Be safe! Always obey camp, pool, activity, bus rules and staff.
- Be positive and have fun!

Transportation Rules

- Children must be seated at all times.
- Seat belts must be worn at all times when provided.
- No eating or drinking in any vehicle.
- Participants are to speak quietly as a courtesy to the driver.
- No throwing of objects.
- No hands/arms out the windows.
- Do not leave any trash or personal objects in the vehicle as it may not be possible to retrieve belongings left behind.
- All rules observed by Centerville City School Transportation.

Disciplinary Action

The goal for our program is to provide a safe, positive, and enriching environment for community children to grow, explore and make memories. The Washington Township RecPlex would like your child to have the best experience this summer while they are attending. All participants must review and adhere to the policies set forth to ensure our goal is met for every single participant attending. This policy, along with the expectations of the RecPlex, are in place for the safety of your child and our staff.

If any of the rules and expectations are not followed, there are guidelines that the staff will follow to address and improve the situation. Campers are expected to exhibit appropriate behavior at all times while at camp. Camp staff have the right to skip steps if certain behaviors are displayed (i.e., aggressive behavior will not be tolerated). In extreme cases, immediate dismissal may occur, and Parent/Guardian will be contacted to pick up child and forfeits the remainder of the program for the day. A meeting will be scheduled with the child, parent/guardian and supervisory staff before the child can return.

Step 1 – Verbal Warning and discussion with camper regarding a more positive choice for the future.

Step 2 – Camper will sit out the current activity for a reasonable length of time designated by the staff.

Step 3 – An incident report will be completed by the involved staff. A copy will be signed by a parent or guardian and kept on file in the camp office. A copy of the report will go home with the camper.

Step 4 – Phone conference with parents to discuss camper's behavior and next steps if behavior continues.

Step 5 – Meeting with the Camp Coordinator, Recreation Supervisor, the Senior Recreation Supervisor, involved staff, parent(s)/guardian, and camper.

At this meeting our staff reserves the right to dismiss participants whose behavior endangers the safety to themselves or others or has repeated aggressive offenses thereby bypassing some of the disciplinary steps outlined above.

Immediate Dismissal Examples (but are not limited to):

- 1.) Any child who brings a weapon to camp (i.e., butterfly knife, blade, bb/airsoft gun, explosive device, etc.)
- 2.) Any child who brings drugs, alcohol, or tobacco of any kind.
- 3.) Any child who makes a credible threat to hurt themselves or others.

4.) Any child who seriously harms self, or others will be removed (physical, emotional, or verbal abuse).

Behavior Report and Process or Dispute

As the program staff seek to treat the children and their families with respect, parent and guardians' area also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response.

All program and/or staff issues, comments, or concerns should be directed to the Camp Manager, not the camp directors or counselors Zach Konsoer, Camp Manager, can be contacted by email at Zach.Konsoer@washingtontwp.org or by phone at (937) 432-2814.

If the parent/legal guardian is not satisfied with the response by the Camp Manager, they may request an appointment to meet with the Youth Enrichment Recreation Supervisor, Sheila Russell.





YOUTH ENRICHMENT INCIDENT REPORT

Participant's Name _____ Date _____

Steps of action, including the current incident being reported (Check ALL that Apply):

- | | | | |
|---------------------------------|----------------------------|----------------------------------------|------------------------------------------|
| Step 1 <input type="checkbox"/> | Time: _____ | Rec'ing Crew <input type="checkbox"/> | School Days Off <input type="checkbox"/> |
| Step 2 <input type="checkbox"/> | Time: _____ | Sunrise Play <input type="checkbox"/> | Specialty <input type="checkbox"/> |
| Step 3 <input type="checkbox"/> | Time: _____ | Woodland Play <input type="checkbox"/> | Sports <input type="checkbox"/> |
| Step 4 <input type="checkbox"/> | Phone Conference Requested | Backwoods <input type="checkbox"/> | |
| Step 5 <input type="checkbox"/> | Meeting Request | Extreme <input type="checkbox"/> | |

Explanation of Violation:

The following Action was taken in accordance with the Discipline Policy:

Staff Completing Form: _____ Date: _____

Director's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Director/Camp Supervisor's Initials: _____ Date: _____

Parent Requests a Staff Phone Call/Meeting to Discuss Situation: Yes No

Staff Requests a Phone Call/Meeting to Discuss Situation: Yes No

Should you have questions, please refer to the Discipline Policy in the Parent Resource Guide. Please discuss this situation with your child so we can prevent this action from being repeated in the future.

CONCUSSION Information Sheet



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - › Work with their coach to teach ways to lower the chances of getting a concussion.
 - › Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - › Ensure that they follow their coach's rules for safety and the rules of the sport.
 - › Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



Plan ahead. What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (*even briefly*).
- Shows mood, behavior, or personality changes.
- Can't recall events *prior to or after* a hit or fall.

Symptoms Reported by Children and Teens

- Headache or "pressure" in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not "feeling right," or "feeling down."

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*

To learn more, go to www.cdc.gov/HEADSUP



Centers for Disease Control and Prevention
National Center for Injury Prevention and Control

Concussions affect each child and teen differently. While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' health care provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.



What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

Children and teens who continue to play while having concussion symptoms or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect a child or teen for a lifetime. It can even be fatal.

Revised 5/2015

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a health care provider and only return to play with permission from a health care provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's health care provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a health care provider.



To learn more, go to www.cdc.gov/HEADSUP

You can also download the CDC HEADS UP app to get concussion information at your fingertips. Just scan the QR code pictured at left with your smartphone.

Registration and Payment Process

Registration

Camp registration can be done online at <https://washingtontownshipoh.myrec.com/info/default.aspxor> Or in person at any of our recreation facilities during business hours. Registration for the next camp week ends at 12 noon the Friday before the new week starts.

Complete Pass Advantage

For those children who use the facility year-round or attend multiple weeks of camp, there is a weekly reduction in camp costs for those who hold a Complete Pass. Only the Complete Pass provides the lower rates. Express Cards (Physical/ Aquatic) and Active 90 passes are not accepted for the lower camp registration fees. It would be to a family's advantage to compare the cost of the pass, plus the weekly Complete Pass Holder camp rate, with those weeks chosen as a non-Complete Pass holding participant. Check the Camp Brochure or Website for current pass rates.

Registration Payment

Washington Township Recreation Department accepts cash, check, Visa, MasterCard or Discover as payment. Checks should be made out to the *Washington Township Trustees*. For those who register for any camp less than \$100, full payment for camp and any extended care is due at the time of registration. For those who register for more than \$100 price point per week, installment billing is available. Patrons must pay 50% down. The remaining balance is due by May 19. This option is not available online. Those who do not pay their remaining balance by May 22, an automatic refund will be processed. Patrons will have to register again if availability permits and pay the full amount of camp at the time of the second registration.

Holiday Week Fee Adjustment

Fees for the holiday week this summer, (Memorial Day and Independence Day) will be pro-rated at the time of registration.

Refund, Cancellation & Transfer Policies

The Mission of the Washington Township RecPlex is to provide for and promote the general health, safety and welfare of Township residents and guests while they are participating in activities at the RecPlex. As part of that Mission, it is understood that RecPlex activity participants may have reasons that require them to cancel participation in a registered RecPlex class or activity. This information sets forth the Township's policy on refunds for cancelled classes or activities:

Refunds will be put on a Household Account or refunded back to a credit card. Patrons may request a refund check. Funds in Household Accounts can be used for payment of future registrations. No cash refunds are permitted.

When a camp is cancelled or closed by the RecPlex due to low enrollment or other circumstances, registered participants will be notified and will receive a full refund.

Registered participants will be given a 24-hour time limit after registering to cancel or transfer, if space permits, with no penalty and a full refund.

Any cancellation or transfer will be refunded as follows:

- 7 days prior to the start date of the program, patrons will receive a full refund.
- After day 7, patrons will receive a 50% refund.
- After the program starts, no refund will be given.
- If availability permits, transfers will be honored without a fee.
- Written documentation will be required for medical refunds.

NOTES

