



SUMMER CAMPS



Parent Handbook 2020

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WELCOME!

Thank you for choosing Columbus Recreation and Parks Department (CRPD) for your camper's summer destination for fun, adventure and exploration! We have a variety of activities planned to keep your camper engaged, including games crafts, sports, arts and nature education. Please take a moment to read through the following information and discuss it with your camper so everyone is prepared for a safe and fun summer. We look forward to providing a safe and positive experience for your camper!

OUR PURPOSE

Mission Statement

We connect the people of our community through the power of nature, wellness and creativity.

Vision Statement

A Socially Equitable City.

Purpose Statement

To connect our community through recreational resources that enhance quality of life.

CAMP INFORMATION

Camp Forms

Please bring the following forms the first day of camp:

- Camper information and waiver form
- Ohio Department of Health Concussion Information Sheet Signature Page
- Lindsay's Law Signature Page

Camp Hours and Dates

Campers may be dropped off no earlier than 8 a.m. and must be picked up by 5 p.m. Camp sessions are:

- Session 1: June 15-19
- Session 2: June 22-26
- Session 3*: June 29-July 3
- Session 4: July 6-10
- Session 5: July 13-17
- Session 6: July 20-24
- Session 7: July 27-31

**All programs and centers will be closed Friday, July 3 for the holiday.*

Camper Pick-up and Drop-off

To ensure the health of campers, staff and the community, the pick-up and drop-off process will look a little different this year. Please review this information carefully, and share the process with your camper so they know what to expect. If they aren't used to seeing people in masks or wearing a mask, that's a good conversation to have before camp starts.

Parents are asked to wear a face covering when dropping off and picking up campers.

Drop-Off Process

Please follow posted signage and directions from staff when dropping your camper off in the morning. All sites will have curbside drop-off to limit the number of people in the building. Drop-off is 8-9 a.m. If you need to drop off your camper outside of these hours, please call your specific site.

Before you leave for camp, please take your camper's temperature and complete a health screening to see if they have any symptoms of illness, including COVID-19. Common symptoms of COVID-19 include:

- Fever over 100.4'
- Cough
- Chills
- Shortness of Breath or Difficulty Breathing
- Muscle Pain or Aches
- Sore Throat
- New Loss of Taste or Smell

When you arrive:

- You will sign in your camper. Campers must be signed in daily noting the time.
- Staff will take the camper's temperature—if the reading is 100.4, the camper must stay home. They also will ask you if you monitored your camper's health that morning.
- Staff will escort your camper into the building.
- Your camper will wash their hands with soap and water or hand sanitizer, and put on a mask. If possible, please send a mask with your camper; if you don't have one, a mask will be provided.
- Your camper will join their group. Groups will stay together the entire day and will remain separate from other groups.

Pick-Up Process

Please follow posted signage and directions from staff when picking up your camper in the afternoon. All sites will have curbside pick-up to limit the number of people in the building. Pick-up is 4-5 p.m. If you need to pick up your camper outside of these hours, please call your specific site.

- The parent or guardian must physically come to the outdoor sign-in area—campers will only be released to those adults listed on the Information and Waiver Form: parents, guardians, emergency contacts and Authorized Escort List. Anyone picking up a camper will be required to show identification.

Please note: In the case of custody issues, please provide documentation so staff is aware of any potential issues that may arise. All documentation will remain confidential.

- Contact the camp using the information posted on the pick-up signage.
- Staff will bring your camper to you.
- You will sign out your camper. Campers must be signed out daily noting the time. To limit the number of people in the building, parents will sign out their child(ren) curbside.

Late Pick Up Fees

- A late fee of \$10 will be charged for any camper picked up from 5-5:15 p.m. or 15 minutes after camp ends. An additional \$1 will be charged for each minute thereafter. This fee is per camper.
- Late fees must be paid before the camper can return to camp.
- Chronic late pick-ups may result in expulsion from the camp.
- Camp staff will make every attempt to contact the parents/guardians and the emergency contacts. If staff is unable to contact with parents, guardians or emergency contacts, after one hour, Franklin County Children Services will be called to pick up the camper.

Refund Policy

To receive a refund, please call 645-7000 with the request. You will be asked to provide a written request before the refund will be processed. Refunds requested between five and ten business days prior to camp session will receive a 50 percent refund; requests received less than five business days prior to camp session will not receive a refund. Refunds take 6-8 weeks to process. The deposit can be transferred to another Community Recreation camp if requested by June 15.

Dress Code

- Wear comfortable clothing that is appropriate for active play and that you don't mind getting dirty. Campers will participate in physical activities so dresses and skirts are not recommended.
- Dress for the weather. Campers may be outside on cool and hot days. The Great Art Getaway will be outside all day and it can be cooler on the farm.
- Wear closed toe shoes only, preferably tennis shoes. Sandals and flip flops are not permitted.

- Pants and shorts must be worn at the natural waist. Shirts must reach the waist line and shoulders must be covered. Short-shorts should be avoided.
- Clothing must be free of words, slogans, or pictures that advertise drugs, sex or alcohol, or contains vulgar or offensive writing, racial slurs, suggestive pictures or emblems that refer to membership in gangs.

Expectations for Campers and Adults

- Campers need to participate in all activities.
- If camper is not feeling well, please have him/her stay at home. If a camper becomes sick while at camp, they will be removed to an isolated area until they are picked up. Parents will be called to pick up the camper as soon as possible.
- Never leave your child(ren) until you have signed them in and they have been received by camp staff.
- Parents must provide support in addressing your child's behavior.
- Please communicate with camp staff so that they can make this summer the best experience for your camper.

Camp Rules

Every camper is expected to follow all camp rules. Failure to follow these behavior guides will result in disciplinary action.

- Each camper will treat everyone at camp with respect and consideration. Intimidation, verbal, emotional or physical abuse, or destruction or property will not be tolerated
- Physical aggression and sexual or suggestive behavior is not acceptable and will not be tolerated.
- Alcohol, illegal drugs, smoking or tobacco products, e-cigarettes or Juuls, matches, lighters, fireworks and other items that are deemed inappropriate are not permitted at camp. Weapons will not be tolerated. Weapons are any item that can cause physical harm including, but not limited to: knives, metal knuckles, nun chucks, guns, rifles or other firearms, as well as any object that can be used as a weapon. Weapon and drug/smoking paraphernalia are not permitted.
- Stealing of any kind will be not be tolerated
- Camper's attire must be camp-appropriate. Clothing that is soiled, torn, revealing or displays inappropriate slogans or message cannot be worn. Pants must be worn at the natural waist (no sagging).
- Cussing, swearing and foul language is not acceptable and will not be tolerated.

- For safety reasons, campers must stay with the group at all times.

3-Step Discipline Procedure

Campers failing to follow the rules and regulations will be subject to our 3-Step Discipline Procedure as outlined below.

1. Verbal warning with parent/guardian notification (documented)
2. Written warning to both participant and guardian
3. Conference with participant and guardian

**If the camper fails to comply with camp rules and regulations and the 3-Step Discipline Procedure has been implemented, the camper can be suspended from that camp as well as all other Columbus Recreation and Parks Department Summer Programs for the remainder of the summer. If a camper is suspended from a summer program, they must have a parent or guardian pick them up immediately.

Refunds will not be given for campers who are sent home for disciplinary reasons.

*Each Camp Director reserves the right to suspend any camper without implementing the 3-Step Discipline Procedure if he or she feels the offense is a threat to the health, safety or well-being of any camper or staff member.

Parent/Camper Interaction

Parents must notify staff of any altercations between campers so they can handle the situation. Parents are not to approach or attempt to discipline campers other than their own.

What to Bring To Camp

- Sun block (please apply before your child arrives at camp)

What Not To Bring To Camp

- Bags or backpacks (each camper will be given a drawstring bag for personal items)
- Items of value, including money
- Weapons of any kind (see camp rules)
- Electronics – iPods, phones, tablets, hand-held gaming devices, etc.
- Glass containers
- Reusable food containers for lunch or snacks

Camp staff is not responsible for any lost or stolen items.

Breakfast, Lunch and Snacks

Please note: *Great Art Getaway will not provide meals. Please pack for your camper.*

- Campers will be provided breakfast only if they arrive by the designated breakfast time of 8-8:30 a.m.
- Lunch will be provided through the *Go, Lunch!* Program.
- Snacks will be provided.
- All meals provided by the City will be peanut/tree nut- and pork-free. Meat items are turkey-based.
- Menus will be posted at the check-in area. Your child may choose to pack meals, but refrigeration will not be provided.

Please note: *Due to safety precautions, any meals or snacks must be packed in single-use containers—reusable containers may not be used.*

- If your child has a food allergy, please notify staff as we cannot control what other campers pack for their lunches/snacks.

Medications

Medication Policy

Columbus Recreation and Park staff shall not administer medication to participants. All medication taken by participants shall be self-administered and no person on medication shall be registered in the program unless the person is capable of taking his/her own medications or a parent/nurse/guardian is available to administer the medication.

Staff may:

1. Remind the participant when to take medication and watch to ensure that directions on the container are followed.
2. Assist a participant in the self-administration of the medication by taking the medication from the area where it is stored and handing it to the participant.

Medication Procedures

- Parents will turn in all medication for the registered session to staff member in the original container with the directions for dosage clearly written on the container.
- Medication will be kept in a locked container in a central location.
- A daily medication log will be kept with the following information:
 - Participant's name, medication and dosage.

- Total amount of medication available at the start of the day and total amount available at the end of the day.
- Initials of the participant when they self-administer their medication.
- Initial of staff member present when the medication was self-administered.
- Campers are permitted to carry Epi-Pens and inhalers, but they must be administered in the presence of a staff member.

COVID-19 SAFETY PROTOCOLS

The safety of campers, residents and staff is our first priority. We are operating with new protocols to ensure the safety for everyone, based on guidance from the Ohio Department of Health, in partnership with Columbus Public Health. For the latest information and updates, visit Columbus.gov/RecParksCOVID19/.

Below is a partial list of protocols we have put in place for everyone's safety this summer:

- Staff and camper well-checks will be done each day, prior to entering the building.
- Sign-in screening questions may include asking if your child experiencing any of the following symptoms:
 - Fever over 100.4'
 - Cough
 - Chills
 - Shortness of Breath or Difficulty Breathing
 - Muscle Pain or Aches
 - Sore Throat
 - New Loss of Taste or Smell
- Staff will remind parents that they will be called and asked to pick up their child if they begin to experience any of the symptoms listed above.
- No child may return to camp or facility within 72 hours after last fever
- Face coverings must be worn by all employees and campers. Each camper will be given a reusable cloth face covering upon arrival at camp. We ask that these are hand washed and dried each day after camp. We ask that parents wear a face covering when dropping off and picking up campers. Face coverings may be removed for a short time when necessary, such as when playing a musical instrument or while eating or drinking, but must be worn at all other times unless outside in an area where there is safe social distancing in the activity.
- Social distancing will be practiced where possible, with an understanding on limitations with social distancing for young children and children with disabilities.

- A portable hand sanitizer station will be at the entrance for all to use when campers enter the building. If one is not available, campers will wash their hands before they are led into their classroom.
- Group sizes are limited to ten, including campers and staff.
- Only individuals directly involved in the program will be allowed entry into the building. This includes camp staff, campers and essential personnel. The building will not be open to the public.
- Rotation routes will be used for “one-way” directional movement throughout the buildings, and rotation schedules will be used for the gym, bathroom breaks and other activities.
- Water fountains will be sealed off, and bottled water will be provided to campers daily.
- Personal items for campers are limited to necessary medications and mobility-assistance devices.
- Staff will follow an hourly schedule to clean and disinfect equipment and surfaces.

Participants Who Test Positive* for COVID-19:

- Parents/caregivers will receive updated camp information packets notifying them of new policies and procedures to prevent the spread of COVID-19.
- Parents/caregivers will sign a COVID-19 release form acknowledging inherent risks and agreeing that they will be required to keep a participant at home if the participant displays a temperature of 100.0°F or greater or any other known COVID-19 symptoms. Parents/caregivers must also agree to notify the Camp Director immediately if a camper is hospitalized due to potential COVID-19 symptoms or receives a positive test result for COVID-19. Camp Director contact information will be provided within the camp information packet.
- The Camp Director will immediately report the hospitalization and/or positive test result to the CRPD HR Safety Manager (Sherry Booth: 614-645-8568 or 614-813-5807), who will initiate next steps.
- The Camp Director and HR Safety Manager will prepare a list of the staff and campers who were in close contact with the affected employee and submit in writing to Columbus Public Health, Ohio Department of Job and Family Services, Columbus Recreation and Parks Department’s Communications Chief and Assistant Director of Community Recreation.
 - Close contact is defined as being within 6 feet of the affected individual for more than 10 minutes, *when* the individual was symptomatic. Staff and participants exposed to a person with a positive COVID-19 diagnosis *before* they are symptomatic are NOT considered close contacts.

- Electronic registration and daily attendance records will be maintained that denote each participant's small group and staff assignment for the week in order to facilitate an accurate list of close contacts.
- The department will provide written communication to all staff and parents/caregivers of campers who were in close contact with the affected staff at that camp.
 - The communication will direct the individuals to remove themselves from the site and encourage them to contact their health care provider or Columbus Public Health.
 - Columbus Public Health may quarantine any individual on the list.
- The participant who tested positive cannot return to camp for a minimum of 14 days, and until they can clear all questions on the mandatory daily health assessment.

***Positive COVID-19 test results include results from either a laboratory confirmed diagnosis or a clinical diagnosis.** A laboratory confirmed diagnosis is a COVID-19 diagnosis based on FDA-approved testing. A clinical diagnosis is a presumed diagnosis of COVID-19 performed by a licensed health care professional. This diagnosis can be performed by assessing patient symptoms and is used in the absence of testing availability.

CAMPER PICTURES AND VIDEOS

Your child's picture or video may be used for department media relations unless you oppose. If you do not want your child's likeness to be used, be sure to initial the appropriate line on the Camper Information and Waiver form.

Campers are not permitted to take pictures or videos of other campers for the privacy of all campers. Campers are not permitted to post any social media videos or photographs.