



Pulaski County Parks and Recreation

2018 Randolph Park Summer Day Camp

June 4th through August 10th

Boys and Girls

Current grades K-5

- **ELIGIBILITY:** To be eligible for entry, campers must have been enrolled in **Kindergarten through 5th grade during the current school year (2017 - 2018)**. Current 6th and 7th graders are not eligible for the Randolph Park Summer Camp, but can register for Junior Cougar Camp.
- **CAMP DURATION:** Camp will begin Monday, June 4th and occur Monday through Friday for a total of 10 weeks ending on Friday, August 10th. Structured camp time runs from 9:00 am to 4:00pm; however, unstructured early drop off and late pick-up runs from 7:30 am until 5:30pm.
- **CAMP COST:** Full-time attendance (4 or 5 days a week) is \$65 weekly. Part-time attendance (1 – 3 days a week) is \$39 weekly.
- **REGISTRATION TIME FRAME:** Camp registration runs from ***early March through May 18th*** and takes place on a first come, first serve basis of the registration paperwork and deposit. Any registration forms turned in after May 18th will be wait-listed at the discretion of the Camp Director until registration numbers are verified.
- **DEPOSIT FEE:** A nonrefundable sign-up deposit fee of **\$30.00** must accompany your registration form(s) prior to acceptance into camp. The \$30 will be applied toward your first week's payment. If you are registering more than one child, you only need to pay \$30 total, NOT \$30 per child. *Again, this is applied toward your first week fee!*
- **REGISTRATION AND CONFIDENTIALITY:** The application and forms included in this packet of camp information must be thoroughly read and completed by the parents/guardians prior to camp entry. Proper documentation and paperwork concerning youth enrolled in camp will be accessible to each staff member but will be kept confidential. **Send application back via postal mail due to having original signatures on required forms.**

Information included in this packet is as follows:

Pages 1 - 4: Summer Camp Information (**keep for your information**)

Page 5: Summer Camp Registration Form (***Turn in with your \$30.00 registration fee***)

Page 6: Attendance Verification Form (***Turn In***)

Page 7: Discipline Policy (***Turn In***)

Page 8: Parental Authorization Form (swimming, sunscreen, field trip, and medication) (***Turn In***)

Page 9: Application Checklist and Method for Returning Registration Information

Summer Day Camp General Information *(Keep for your records)*

Camp registration is limited and is on a first come, first served basis.

Deadline for returning forms is May 18th.

Any forms returned after May 18th will be wait-listed until openings are confirmed by the Camp Director.

Pulaski County does not discriminate on the basis of race, creed, disability, national or ethnic origin.

- 1) **Camp times:** Structured camp time runs from 9:00 am to 4:00pm; however, unstructured early drop off and late pick-up runs from 7:30 am until 5:30pm. Kids may not be dropped off or signed in before 7:30am; sorry, no exceptions!
- 2) **Drop off and pick up:** To ensure child safety, **parents must physically come to sign in and out for their child each day (NO EXCEPTIONS).** Parents may not drop off kids without signing in. Staff members are very mindful that camp activities occur outdoors and they diligently watch other park patrons and notify proper personnel of any suspicious individuals or activity. Parents must be aware that we do not allow anyone checking kids out of camp that have not been authorized in writing or verbally by the proper parent in charge.
 - Parents and other adults picking children up are required to present picture identification until camp staff become familiar with adults. Please note that this is a requirement for the safety of all campers, **we encourage all adults to bring picture identification every day during pick-up.**
 - Under no circumstances will children be permitted to be dropped off prior to 7:30am.
 - **Any children being dropped-off at camp after 9:15 am must bring a packed lunch because they will not be included in daily lunch counts.**
 - There will be a \$1.00 per minute additional fee charged for children picked up after 5:35pm (a five minute grace is given).
- 3) **Fee Structure:** **A \$30 deposit is required when you apply.** Camp costs are \$65 for campers attending full-time (4-5 days weekly) and \$39 for campers attending part-time (1 – 3 days weekly).
 - Multi-child discounts are available as follows:
 - ***Full-time attendance:*** *first child: \$65, second child: \$55, third child: \$45.*
 - ***Part-time attendance:*** *first child: \$39, second child: \$33, third child: \$27.*
 - Children attending summer school will be considered part-time campers while attending both.
All checks are made payable to **“COUNTY OF PULASKI”**.

*NOTE: The County of Pulaski **does not** provide year-end report forms to parents regarding camp payments for tax purposes. It is the responsibility of the parents to keep weekly receipts and invoices given by camp staff for tax credit. However, a tax identification number will be given by staff during the last week of camp and will be sent out via email at the beginning of tax season.*
- 4) **Invoices will be sent out weekly on Fridays and payment is expected in full on the following Monday or the next day of attendance.** If payment is not received by the following Friday, the child will be suspended from camp until the account is brought current.
- 5) **Required Forms:** Parents must thoroughly READ, complete, sign, and turn in all required forms included in this document. *Parents with multiple children must fill out separate forms for each child.* These are as follows:
 - Page 5 Registration form
 - Page 6 Discipline Policy
 - Page 7 Attendance Verification
 - Page 8 Parental Authorization Form (for swimming sunscreen, medication, and field trips)
- 6) **STAFF:** All summer camp staff are properly screened, trained, and approved for work with children. Staff members are trained in CPR and First Aid. Staff members work under the direct supervision of the Summer Camp Director.

- 7) **What to bring to camp:** All activities take place outside so please dress campers appropriately. Come dressed for mess and outdoor activity! Appropriate attire includes shorts, t-shirt, tennis shoes, hat, and swimsuit. Campers must bring a towel, sunscreen, and a **refillable water bottle with the camper's name clearly printed on it.**
- Note: Sunburn is a major concern. Our staff will make sure all campers have applied sunscreen. **It is the responsibility of the parents/guardians to provide sunscreen lotion** and help monitor skin irritations or potential burning. Parents must sign "sunscreen application permission form" for staff to apply sunscreen. Campers may bring a cooler with ice pack for drinks and extra food. We do not refrigerate nor heat foods. All camp items are required to have the child's name or initials written on these including clothes. We go through lost and found on a daily basis and normally collect several unclaimed items.
 - Campers are allowed to bring some money for concessions while at the pool, but money should not be excessive. For younger campers, counselors can hold money only if it is in a sandwich bag with the child's name clearly printed in permanent marker.
 - Campers may bring card games and small toys for use during unstructured times during drop-off and pick-up, however these items must be put away at the start of the daily morning meeting. Camp staff members are not responsible for any items lost, stolen, or broken.
- 8) **What NOT to bring to camp:** Gum, valuables, I-pods or pads, CD players, radios, or any electronic hand-held games. Other items not listed that are determined by staff to be a nuisance will be required to be left at home. Campers may NOT have cell phones unless required by parent due to an emergency or medical condition.
- 9) **Lunches and Snacks:** Randolph Park Summer Camp provides morning and afternoon snacks and water from a portable cooler as needed. **We ask that campers bring a refillable water bottle with their name clearly printed on it in order to keep fluids with them during afternoon activities.** We will be providing warm lunches brought to the campers from the PCHS cafeteria each day. Lunch counts are submitted to the PCHS cafeteria at 9:15am daily; any campers arriving after that time are asked to bring a packed lunch because they will not be included in the lunch count for that day. Based on the start date for the school summer meals program, there is a possibility that we will not provide lunches during the first and last weeks of camp. If this is the case, you will be notified and required to pack a lunch during those weeks.
- 10) **Camp format:** There will be a designated camp staff supervisor for your child's group. Groups will be as divided by rising grade level: 1st through 6th grade (6 groups). A typical camp day will consist of free-play activities during check-in from 7:30 - 9:00am, going swimming until 11:45, reporting to lunch at large shelter for approximately 45 minutes, and beginning afternoon activities around 1:00. There will be organized activities as decided upon by the age group supervisor as well as free play opportunities. All activities will be supervised by designated supervisor and staff support personnel. Activities may include but are not limited to arts/crafts, playground time, organized sports play, educational/cultural lessons, and other activities as deemed appropriate. Staff will be receptive to suggestions and ideas from both youth participants and parents. Staff will be mindful of keeping youth properly shaded from the sun and adverse weather conditions each day.
- 11) **Field Trips:** Parents will be notified in advance prior to taking field trips. A separate permission form may be required. A small additional fee will be required for field trips – this fee cannot be waived. (Gas prices will determine ability to take field trips). All field trips will return campers to Randolph Park by 4 pm.

12) Inclement Weather & Emergency Shelter Facility: Typical inclement weather of concern during camp months consists of general or heavy rains, thunder, and lightning. During immediate emergency weather requiring indoor shelter, campers are moved to the inside of the pool house facility to wait out the storm. Lengthy or forecasted bad weather will require the camp to convene indoors at **Central Youth Center** located at 143 Third Street in Pulaski or **Old Riverlawn Elementary School** in Fairlawn. These are our only county owned facilities capable of housing our camp participants. Parents will be notified in advance or when campers are bused to this facility via mass text, email, and by Facebook post. Parents will be notified if a child needs to be picked up at Central or ORES or back at Randolph Park. We will provide bus transportation to Central Gym around 9:00am that day and return around 3:30 or kids can be picked up at the specified facility if weather does not permit returning to Randolph Park.

13) Medication, Illness and Injury: It is our camp policy **not** to administer any medication unless it is considered necessary and vital to a child's health. If so, an authorization to give medication form will be signed by the parent stating such authority and type of medication. We are equipped with first aid kits to handle minor injuries. If there is any question that the injury is more serious (not life threatening), we will call parent to seek advice on how to proceed. Of course, serious injuries will prompt immediate Emergency Medical Response (911) and immediate notification of parent(s). Please be respectful of others and remember that camp is not a place for sick children. Keep sick children away from camp until symptoms are back to normal. If a child misses camp due to being sick, the parent must notify staff of illness. If sickness is deemed contagious, parents must tell staff so precautionary measures can be taken with other youth to avoid potential outbreak.

14) Contact Information: Feel free to email us at RandolphParkSummerCamp@gmail.com. Parents may call the Pool Front Desk at 674-1513 and select the option for summer camp. Parents may come to camp at any time but must notify staff of arrival. Camp staff is not required to give out his/her personal cell phone number to parents but have the option to do so if desired. If non-direct communication from staff is not granted via cell phone, parents may arrange a method of communication with program director if he/she feels current system of land line 674-1513 or email is not sufficient.

15) Communication: Summer camp staff will utilize multiple avenues of communication with camp parents and children this year. We will be actively using a mass text system for those who choose to sign up, a Facebook group page, and email in order to communicate camp updates and information.

- The Facebook group page can be found at facebook.com/groups/RPsummercamp or by searching Randolph Park Summer Camp.
- You can sign up for text messages by texting @rpcamp18 to 81010. If you signed up for this last year, you are already signed up for the service this year.
- The Summer Camp Director can be reached via email at RandolphParkSummerCamp@gmail.com. Due to the new invoicing system, all guardians will be required to provide a valid email address prior to completing camp registration. This email will be used to communicate important information, possible changes to the camp day, and weekly invoices.

16) Camp headquarters: The camp headquarters will be at the large picnic shelter (with the stone fireplace) above the pool. Of course, during morning swimming hours, camp will be at the water park facility. On days the shelter facility is reserved by an outside group, we will use another available shelter located in the park. Visible signs will be posted at the large shelter signifying location of campers.

Summer Camp Registration Form (Turn In)

(If you have more than one child registering, you must fill out a separate form for each child)

Child's Name: _____

Current age: _____ Date of Birth: _____ Grade child will enter in fall: _____

List any chronic physical problems, developmental information, and/or special accommodations needed:

List any allergies or intolerance to Food, Medication, etc. and action to take in an emergency:

Action to take: _____

Contact Information:

Parent(s)/Guardian Name(s)/Legal Custodian: _____

Home Address: _____

Primary Contact & Phone Number: _____

Email address (required): _____

DO YOU HAVE TEXT CAPABILITY ON CELL PHONE and can we use this method for general communication as needed: Yes _____ No _____

Emergency contact information:

Two people to contact if Parent or Guardian cannot be reached:

Name: _____ Phone: _____

Name: _____ Phone: _____

Child's Physician: _____

In case emergency transport is needed, check your hospital preference below.

Carilion NRV: _____ Lewis-Gale Pulaski: _____ Other: _____

The following are **authorized** to pick up your child: _____

The following are **NOT authorized** to pick up your child: _____

As the parent or guardian of the child listed above, I agree to authorize the staff to obtain immediate medical care if any emergencies occur when I cannot be located immediately. I understand the staff agrees to notify me immediately whenever my child becomes ill or injured and I will arrange to have my child picked up as soon as possible if requested by the staff.

_____,
Parent/Guardian Signature

Date

Child's name: _____

Attendance Verification *(Turn In)*

Please **check** the session(s) your child will be attending

Circle if attendance will be part-time or full-time

Week 1: June 4 – 8	_____	FT	PT
Week2: June 11 - 15	_____	FT	PT
Week 3: June 18 – 22	_____	FT	PT
Week 4: June 25 – 29	_____	FT	PT
Week 5: July 2 - 3**	_____		PT
Week 6: July 9 - 13	_____	FT	PT
Week 7: July 16 - 20	_____	FT	PT
Week 8: July 23 - 27	_____	FT	PT
Week 9: July 30 – Aug. 3	_____	FT	PT
Week 9: Aug. 6 – 10	_____	FT	PT

_____ I am enrolling multiple children.* Number of children registering: _____

* In order to qualify for the multi-child discount, all children must be paid for by a single payer (the payer may change from week to week). In the case of multiple children, billing will take place in order of attendance (child that attends the most (or Jr Cougar) will be billed as the first child, etc).

Week 5 will be shortened due to the July 4th holiday; we will have camp 2 days only: Monday, July 2nd and Tuesday, July 3rd. Camp will **NOT be in session on Wednesday, July 4th through Friday, July 6th. Tuition will be \$26 (1st child), \$22 (2nd child), 18 (3rd child) for this week.

2018 Randolph Park Day Camp Discipline Policy (Turn In)

*If you have more than one child registering, you must fill out a separate form for each child
Parent(s) or Guardian(s) please read carefully and sign:*

The Pulaski County Recreation department is devoted to helping youth develop positive character traits. We will convey to you some of the rules and give clear definitions of acceptable and unacceptable behavior listed below. Effective discipline permits a child to learn appropriate behavior through consequences that result from inappropriate action. The Pulaski County Recreation Camp staff will use short periods of time-out for improper behavior, then situation assessment with leadership staff will follow. If the child continues to exhibit unacceptable behavior, his/she will be sent home until a conference with the parent can be scheduled. If behavior has not improved after this step, **the Pulaski County Parks and Recreation Department staff reserves the right to suspend and/or dismiss the child from the summer camp program.**

Pulaski County Recreation does not condone:

- Using any sort of corporal punishment
- Making fun of, threatening or yelling at children, bullying , or using profanity or socially offensive language
- Leaving children unattended

Participants of Summer Camp are not permitted to:

- Physical or verbal altercations or fighting or bullying
- Using profanity or socially offensive language
- Being rude or discourteous to staff
- Stealing or defacing property belonging to other camp members or Randolph Park
- Bringing any form of weapon or illegal substances to camp

I have discussed this policy with my child participating in the program.

My child understands, agrees and will abide by these rules and adhere to the authority of the staff in charge.

Camper's Signature: _____ Date: _____

Parent's signature: _____ Date: _____

Parental Authorization Form (Turn In)

If you have more than one child registering, you must fill out a separate form for each child

(You must sign each part requesting your signature)

1) Permission to Apply Sunscreen:

I give permission for the camp staff to apply sunscreen to my child _____ (child name) during his/her time at Randolph Park Day Camp. Any previous or potential adverse reactions to sunscreen are listed below, if applicable (if none apply, please write N/A)

Parent Signature

Date

Sunscreen Reactions: _____

2) Swimming Permission:

I give permission for my child _____ (child name) to participate in swimming activities at Randolph Park Day Camp.

My child's swimming ability is _____ (fair, poor, adequate, or above average, etc.)

Parent Signature

Date

List comments/concerns regarding child's swimming ability (if needed): _____

_____.

3) Medication Authorization

We do NOT administer medication to any camp participant unless it is deemed absolutely necessary to the youth's health and has been pre-approved by the Director with parental permission.

I verify that it is medically necessary for my child _____ (child name) to take the medication named _____ (medicine name). I authorized the summer camp staff to administer the listed medication for _____ (number of times) per day.

Parent (Sign ONLY if we are required to administer medication)

Date

4) Field Trip/Transportation Permission Form

I give permission for my child _____ (child name) to be transported on a school bus for designated field trips as well as trips to Central Youth Center in Pulaski on inclement weather days.

Parent Signature

Date

Application Checklist and Method for Returning Information

Application Deadline is May 18th; any applications received after the 18th will be wait-listed until openings are confirmed by the Camp Director.

Proper documentation is required and the following is a list of items you must have submitted prior to your child attending camp.

1. Thoroughly read and keep pages 1 - 4 for your information.

2. Fill out and Return:

(If you have more than one child registering, you must fill out separate forms for each)

- **Page 5 Registration form**
- **Page 6 Attendance Verification**
- **Page 7 Discipline Policy**
- **Page 8 Parental Authorization Form**
- **Include \$30.00 Registration Fee** (all checks made payable to "County of Pulaski")
(If registering more than one child, you can only pay \$30 total. You do not need to pay \$30 per child)

3. We prefer that you mail your information to Randolph Park at the address listed below.

(Do not email your completed forms)

Or you may bring them to the park office located at the pool house facility.

**Randolph Park
5100 Alexander Road
Dublin, Virginia 24084**

4. You will receive an email verification indicating your information has been received at Randolph Park. If the director is unable to reach you to verify enrollment, your spot will be forfeited.

(A valid email address is required and must be clearly printed on your child's registration form, page 5)

Once you receive verification, you just need to bring your child to camp at the large picnic shelter on the first day you have registered.

5. For more information

*You may contact the Summer Camp Director, Rachel Parker, at
RandolphParkSummerCamp@gmail.com.*