

Rockingham County Parks & Recreation



Summer Day Camp

Parent Handbook 2016

Space will be limited at each camp location.

Department of Parks & Recreation

Recreation Main Office:

20 East Gay Street
Harrisonburg, VA 22802
(540) 564-3160
(540) 574-5179 (fax)

Summer Day Camp Sites:

Cub Run	476-2916
John C. Myers	271-1834
John Wayland	476-2918
Lacey Spring	578-1599
McGaheysville	476-2917
Mountain View	578-6016

If you have any questions regarding the program, you must call the Day Camp site number listed here or the Parks & Recreation Department.

PLEASE DO NOT CALL THE SCHOOL OFFICE.

Administration

The Summer Day Camp program is administered by the Rockingham County Parks & Recreation Department. Concerns and/or questions about this program should be discussed directly with the Summer Day Camp site directors. If you feel your concerns have not been adequately resolved after discussion with the site director, please contact Rockingham Parks & Recreation Department at 564-3160.



Dear Parent/Guardian:

Thank you for choosing the Rockingham County Parks & Recreation as your Summer Day Camp provider. For over 19 years, RCPR has provided safe, enjoyable and affordable summer day programs and is excited for another summer!

Our staff strives to meet the diverse individual and collective needs of the participants. Each day your child will have the opportunity for creative, play, project and nutritional time. One of our key elements is “play”. Through the activities we offer, we are hoping to help your child develop life-long leisure and recreational skills. Once a week each site will take a field trip for both educational and recreational activities.

This parent handbook will familiarize you with payment options, operating hours, schedules, policies and procedures. We encourage you to take the time to review and become familiar with this information. If you have any questions or suggestions, please feel free to contact us at 540-564-3160 or recreation@rockinghamcountyva.gov

Sincerely Yours,
Rockingham County Parks & Recreation Program Staff

Purpose and Philosophy

Rockingham County Summer Day Camp program works in partnership with our families, schools and community to provide a fun and nurturing summer camp program that meets the diverse needs of our children in a safe and caring environment.

Program Information

Each participant will have the daily opportunity for:

- *Creative Time*: supervised arts and crafts, drama or music activities
- *Play Time*: active games, sports and fun fitness
- *Project Time*: task-oriented activities to stimulate creativity and challenge skills
- *Nutritional Time*: healthy snacks and nutritional education

Program Objectives

- To promote the development and improvement of personal and character skills such as safety, good health, respect, responsibility, caring, fairness, trustworthiness and citizenship.
- To promote the development and improvement of social and interpersonal skills such as acceptance of others, cooperation and conflict resolution.
- To increase exposure to and knowledge of a variety of recreational and leisure activities.
- To have fun with peers in a safe, fun and social environment.

About Our Staff

Our primary concern is the safety and well-being of each child in the program. Staff are selected based on their educational background, experience and commitment to working with children. In addition, staff are required to have criminal history and other background checks, as well as, training in policies and procedures, safety, child development, behavior management and recreation programming.

In keeping with our commitment to safety, staff members are certified in First Aid, CPR and AED. At least two staff members must be present at all times during hours of operation. Our staff to participant ratio will be no greater than 1:20 – most of the time our programs strive to exceed that standard with a ratio of 1:15

General Information

Camp Locations

- Cub Run
- John C. Myers
- John Wayland
- Lacey Spring
- McGaheysville
- Mountain View



Dates & Ages

- Monday, June 20 – Friday, August 12
- Closed, Monday, July 4, 2016
- Rising K through Rising 6th grade

Registration Info

- Pre-Registration is required for admission
- Registrations are accepted on a first-come, first served basis
 - Space this year will be limited to 60 registrations per site. Registrations beyond the first 60 per location will be placed on a waiting list
- A \$50.00 non-refundable registration fee is required at the time of registration
- Registration Forms must be completed
- All registration information and fees must be received at the RCPR OFFICE in order for registration to be complete

Rates & Fees

Rate Type	Fee	Notes
Full Summer (8 weeks)	\$525	<ul style="list-style-type: none"> • Must be paid by May 2, 2016 • Sibling rate: \$490
Weekly	\$75/week	<ul style="list-style-type: none"> • Sibling rate: \$70
Summer School (June 20-July 15 ONLY)	\$50/week	<ul style="list-style-type: none"> • Only available for ½ day summer school students • Only available during the 4 weeks of summer school **Select summer schools will have a 6 week summer school program**
Daily	\$30/day	<ul style="list-style-type: none"> • No registration fee required

New Summer Structure:

- In order to increase the number of openings at each site, provide adequate staffing and ensure sites are properly prepared, the summer will be broken into four (two week) sessions:
 - Session 1: Weeks 1 & 2
 - Session 2: Weeks 3 & 4
 - Session 3: Weeks 5 & 6
 - Session 4: Weeks 7 & 8
- Registration for one **OR** both weeks in the session will be required the Monday PRIOR to the **session's** start date



Week #	Dates Attending	Payment Deadline	Amount		
			Weekly	Summer School	Daily
Weeks 1-8 All Summer	June 20-August 12 (Closed July 4)	May 2	\$525/ \$490*		
1	June 20- June 24	June 13	\$75/\$70*	\$50	\$30
2	June 27- July 1	June 13	\$75/\$70*	\$50	\$30
3	July 5- July 8	June 27	\$75/\$70*	\$50	\$30
4	July 11- July 15	June 27	\$75/\$70*	\$50	\$30
5	July 18- July 22	July 11	\$75/\$70*	\$50**	\$30
6	July 25- July 29	July 11	\$75/\$70*	\$50**	\$30
7	August 1- August 5	July 25	\$75/\$70*		\$30
8	August 8- August 12	July 25	\$75/\$70*		\$30
*Denotes sibling discount					
** 6 week summer programs will be held at select summer schools					

Payment Info

- Cash, Money Order, Check or Visa/MasterCard accepted
- **Payments must be received by 5:00PM in office or by 11:59PM online on the Monday PRIOR to session attending (See Page # 5)**
 - Mail In payments must also be received by the deadline
 - Example: To attend the week of June 20th AND/OR June 27th , payment must be made by Monday, June 13, 2016
 - If space allows and a late payment is accepted beyond the deadline a late fee of \$25 is required per child
- Payments will not be accepted on site
- The fee/rate options (listed on page 5) provided are the ONLY options available
- Service is subject to suspension/termination for non-payment. All payments/late charges must be made before services can resume or registering for any other Parks & Recreation Department activity

Space this year will be limited to 60 registrations per site. Registrations beyond the first 60 per location will be placed on a waiting list. Your space will not be reserved until the payment for the **week of attendance** has been processed. (Registration fee does not guarantee weekly space availability)

Payment Methods

- Online: www.rockinghamcountyva.gov/recreation, Click on Registration and Payments, then Login into Account and add the week(s) you would like to select to your shopping cart and proceed to payment
- Walk In & Mail in: Rockingham County Recreation 20 E. Gay Street Harrisonburg, VA 22802
- After hours drop off located in the white mailbox between the main entrance and entrance C
- Phone In: Main Recreation Office by Visa and MasterCard only from 8am – 5pm, Monday-Friday. 540-564-3160

Refund & Cancellation Policy

- Payments will not be prorated due to illness, weather, vacation, disciplinary actions or non-use
- Requests for withdrawals must be made in writing to the Recreation Technician and must be received by the Monday prior to the next week's attendance
- The full RCPR Refund and Cancellation Policy can be found on the website at www.rockinghamcountyva.gov/recreation

Program Attendance Policy

Parents must notify the Day Camp if your child will be absent on a regularly scheduled day. You may call the day camp's cell phone, located on page 2 of this handbook.

Sign In / Sign Out

To ensure the safety of all our participants, consistent communication between staff and parent, and accurate record keeping, we require that parents/authorized persons sign in/out their child each day/time of attendance.

- Parent/Guardian must escort the participant into and from the Day Camp Program: there are no drive-up services for sign in/out
- Participants are only to be signed in/out by an individual listed as a legal parent or guardian or an authorized pick up person
- All persons must be prepared to show picture identification at time of pick up

Late Pick Up Policy

All Summer Day Camps close promptly at 6pm. Each participant must be picked up by 6pm. Please arrive on time or make other arrangements for on-time pick up. Participants not picked up by 6pm will be assessed a late fee of \$5 plus \$1 for each minute after 6pm that must be paid in to the Recreation office (not payable onsite). Example: Pick up at 6:05pm=\$10 late fee per child; Pick up at 6:20pm=\$25 late fee per child. If a participant is not picked up by 6:05 pm, Day Camp staff will call the parent. If the parent cannot be located, the emergency contact persons will be notified. In the event a child has not been picked up by 6:30 pm, Rockingham County Department of Parks & Recreation will be notified for further instructions.

Late Pick Up Penalties:

- 1st time: Late fee assessed, verbal warning
- 2nd time: Late fee assessed, written warning
- 3rd time: Late fee assessed, 3-day suspension from program
- 4th time: Termination from program

Inclement Weather Policy

(Includes, but is not limited to: flooding, tornado, power outage)

Updates can be found at:

- Radio station WSVB and other local radio stations
- WFSB.com
- Rockingham County Parks & Recreation Facebook & Twitter pages
- Rockingham County Parks & Recreation Office: 540-564-3160

Medication Policy

- Medication Authorization form must be completed and signed by the parent/guardian (to be kept with the child's records) if it is medically necessary (prescription medications only) for a participant to have medication on site
 - Over the counter medications will not be kept on site
- Medications must be in the original container with the original, in date prescription label
- Medications are to be given to the staff by the parent or guardian with dosage instructions clearly indicated on the medication
- All medications will remain in a locked container at the school
- A written log will be kept by Day Camp staff detailing the dates and times medication was dispensed at school

Sick/Contagious Child

Please do not send an ill child to the Summer Day Camp program. The following are recommendations from the Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics.

A child will be excluded from Summer Day Camp when any of the following exists:

- Fever (should be free of fever for 24 hours)
- Vomiting and/or diarrhea (should be free of diarrhea for 24 hours before returning)
- Any symptom of the usual childhood diseases-scarlet fever, German measles, mumps, chicken pox, whooping cough
- Common cold, Sore Throat
- Lice
- Bed Bugs
- Croup
- Any skin infection –rash, boils, ringworm, impetigo, scabies
- Pink eye and other eye infections
- Other conditions/symptoms deemed necessary



*****Please notify the staff upon diagnosis of a contagious disease. We ask your cooperation in this matter so your child and others will be protected from illness and disease.**

Program Schedule

The Summer Day Camp program is open to children in grades rising K thru 6th grade. Due to the diversity of grade levels, our day camp environment recognizes that all children have different needs; therefore, we incorporate a variety of activities. Where possible, the participants are divided by age group for appropriate programming. Typically, groups are divided by grade: K to 2nd grade and 3rd through 5th grade.

This schedule is to be used as framework for a typical day at Summer Day Camp and is subject to change at any time.

7:30am–8:30am	Sign in, Get settled, Self-Directed activities
8:30am–9:00am	Welcome, Morning Meeting, Divide into groups
9:00am-12:00pm	Rotate groups between Morning Activities and morning snack
12:00pm–1:30pm	Lunch, Quiet Time
1:30pm–4:30pm	Rotate groups between Afternoon Activities and afternoon snack
4:30pm–6:00pm	Pick up, Kids' Choice: either creative, play or project time

Morning and Afternoon Theme-based Activities:

Play Time: Active Games, Sports, Fun Fitness (Either in Gym or outdoors as we do recommend and embrace outdoor play)

Creative Time: Supervised arts/crafts, drama or music

Project time: Task oriented activities for creativity or challenge skills

Field Trips: Each week there will be one scheduled field trip for each site

Field Trips

Staff will post a sign telling where the group is, when they left and when they will return. Rockingham County school buses will be used as transportation for field trips. All children will be required to sit in an assigned seat while on the bus. All children should be sitting and keeping hands and feet inside the bus. There should be no loud voices on the bus while the bus is moving. There will be no eating or drinking while on the bus. Children will board the bus only if a staff member has boarded and will unload only if a staff member is off the bus to guide them to safety. Some field trips may require permission forms or different attire (ex. bathing suit for pool, socks for bowling, etc.) and parents will be informed at the beginning of the summer of a schedule of field trips. Please do not send money with your child; the cost of the field trip is included in your fees. Parents will not be able to pick up their child from a field trip location unless previous arrangements have been made through the main Parks & Recreation office.

Pool Field Trips

A pool permission form is to be completed for each child in the summer day camp program and is included in the registration packet. Each child is to bring a swimsuit, towel and plastic or waterproof bag each day they are scheduled to swim. Flip-flops may be brought with your child to use at the pool, but may not be worn to site. Staff will oversee that children are using sunscreen and will help with the application of such at outdoor swimming times only. Children using sunscreen provided by parents may carry their own sunscreen as long as its directions do not state "keep out of reach of children." Sunscreen provided by Parks & Recreation will be Equate Kids SPF 50+. Please do not send money with your child for the snack bar. Children will take their packed snack from home to eat while at the pool.

Swim Tests

Some pool locations require swim tests for each child which may differ from parent's wishes: if a parent states a child may swim in the deep end but does not pass the swimming test, that child will be limited to the pool's restrictions. If a parent does not want a child to go beyond 5 feet and the swim tests dictates an ability to swim in the deep end, the parent's restrictions will be enforced.

Dress Code

There is no specific dress requirement for Summer Day Camp, but we do ask that your child be dressed in comfortable and practical attire. Tennis shoes are recommended and encouraged. Although very popular with young children, dress shoes, sandals and cowboy boots are not practical for play and outdoor activities. Children may be asked to sit out an activity because of unsafe/inappropriate footwear. Please continue to follow the RCPS dress code in reference to spaghetti straps, tank tops, etc.

Rest Time

Each day at Summer Day Camp there is time allotted for personal quiet time. During this time children are encouraged to read, rest or play quiet games. Children may bring a small pillow if they would like for this time. Rest time may be shortened on field trip days.

Personal Belongings

Please mark everything belonging to your child with your child's name. Rockingham County Parks & Recreation will not be responsible for damage or loss of any personal item. If they have personal articles, they must be left in their back pack or given to the supervisor upon their arrival. We encourage children to leave sentimental and valuable items at home to avoid the risk of damage or loss. Electronic devices such as mp3 players, video games, tablets, cell phones, etc. must be left in the child's backpack and are not allowed to be used during summer day camp.

Food Policy

- Each child should pack a morning snack, a healthy well balanced lunch, and drinks or water bottle for the day
- Please pack lunches and snack in a small, soft-sided bag or lunch box with ice packs and required utensils
- Please pack siblings lunches separately
- Do not pack glass containers, soda or other caffeinated beverages
- Do not pack gum or candy
- **Do not pack a lunch which requires to be heated**



Behavior Management Policy

Summer Day Camp Code of Conduct

- Show respect to all participants, staff and administration
- Refrain from causing harm to others (bodily and verbal)
- Refrain from using foul language
- Show respect of all property including equipment, supplies and facilities

Rockingham County Parks & Recreation reserves the right to call parents/guardians to pick up their child if the child is having difficulty functioning cooperatively with others, is unable to participate in group exercises, or is a threat to the safety of themselves or others. If the techniques listed in our Behavior Management Policy do not correct a child's behavior, then the child could be either suspended or permanently removed from our program with less than 24 hours' notice.

Forms of Behavior Management Used

- Alternate Behavior Management Techniques: Positive Reinforcement/Natural Consequences, etc.
- Redirection
- Time Out
- Written Discipline Reports
- Written Behavior Plans

Discipline Policy

1st & 2nd Disciplinary Report=Warning

3rd Disciplinary Report=Parent Conference

4th Disciplinary Report=Suspension or Dismissal from the Program

*Your child may be suspended or dismissed from the program at any time if serious infractions of policy and procedures occur.

The following is a list of behaviors and incidents that will automatically be subject to immediate disciplinary action.

- Use of profanity
- Inappropriate touching
- Disregard for program rules or staff directions
- Disrespect for authority and other participants
- Displaying obscene gestures or inappropriate attire
- Possession of alcohol, drugs, drug paraphernalia or weapons
- Defacing property
- Theft or unauthorized possession of other participants, school or facility property
- Acts or threats of violence or bodily/physical harm directed towards staff or other participants

Behavior Guidelines for Parents

- Participants and parents are expected to address the staff respectfully and courteously
- Horseplay (physical or verbal), fighting, bullying, or rough behavior of any kind is not tolerated
- Use of profanity or obscene gestures will not be tolerated
- Parents are not permitted to address or reprimand another child in our program
- Smoking and possession of alcoholic beverages or illegal substances are not permitted on the premises
- Dangerous toys or weapons such as knives, firearms, sharp objects, etc. are not permitted or tolerated

Expectations of Parents

To ensure your child's success in the program and to benefit from their experience in our programs, we require that parents/guardians:

- Review this handbook's basic rules of safety and conduct
- Ensure that both you and your child are aware of and understand all rules and expectations
- Understand the Behavior Management Policy

Behavior Guidelines for Kids

- Safety First
- Keep all body parts to yourself
- Respect others and their property
- Use kind words
- Follow instructions
- Use inside voices
- Staff are not to be climbed on
- You mess it up, you clean it up
- Have a positive attitude
- Have fun!

Quick Fact Sheet

Summer Day Camp Phone Numbers

Please call and leave a message on the Day Camp cell phone if child **will not be attending** on a scheduled day.

Cub Run: 476-2916

John C Myers: 271-1834

John Wayland: 476-2918

Lacey Spring: 578-1599

McGaheysville: 476-2917

Mtn. View: 578-6016

Payment / Fee Info

Week #	Dates Attending	Payment Deadline	Amount		
Weeks 1-8 Whole Summer	June 20-August 12 (Closed July 4)	May 2	\$525/ \$490*		
			Weekly	Summer School	Daily
1	June 20- June 24	June 13	\$75/\$70*	\$50	\$30
2	June 27- July 1	June 13	\$75/\$70*	\$50	\$30
3	July 5- July 8	June 27	\$75/\$70*	\$50	\$30
4	July 11- July 15	June 27	\$75/\$70*	\$50	\$30
5	July 18- July 22	July 11	\$75/\$70*	\$50**	\$30
6	July 25- July 29	July 11	\$75/\$70*	\$50**	\$30
7	August 1- August 5	July 25	\$75/\$70*		\$30
8	August 8- August 12	July 25	\$75/\$70*		\$30
*Denotes sibling discount					
** 6 week summer programs will be held at select summer schools					

Payment Methods

- Online: www.rockinghamcountyva.gov/recreation, Click on Registration and Payments, then Login into Account and add the week(s) you would like to select.
- Walk In & Mail in: Rockingham County Recreation 20 E. Gay Street Harrisonburg, VA 22802 by 5:00PM
- Phone In: Main Recreation Office by Visa and MasterCard only from 8am – 5pm, Monday-Friday. 540-564-3160

Food Policy

- Each child should pack a morning snack, a healthy well balanced lunch, and drinks or water bottle for the day
- Please pack lunches and snack in a small, soft-sided bag or lunch box with ice packs and required utensils
- Please pack siblings lunches separately
- Do not pack glass containers, soda or other caffeinated beverages
- Do not pack gum or candy
- Do not pack a lunch which requires to be heated

HOW CAN I PAY FOR SUMMER DAY CAMP ONLINE?

1. Don't create an online account, you already have one!
2. Go to www.rockinghamcountyva.gov/recreation

3. Click on



4. Login In to your account (unless you have changed your login information)

Username is your phone number ex: 5403331234

Password is parent last name ex: Smith

Member Login

Username:

Password:

**User Name= Phone Number w/ Area code ex:
54012345678

**Password= Parent Last name (Smith)

Quick Links

- [Browse Activities](#)
- [Create an Account](#)
- [Summer Day Camp](#)
- [Contact our Office](#)

5. Click on **Summer Day Camp**

(a list of school sites pops up-choose your school location)

6. Click on **Go To Calendar**

Summer Day Camp Mountain View - 230142

Registration fee and paperwork must be complete prior to making online payments

Forms can be found at www.rockinghamcountyva.gov/recreation and submitted in office at 20 E. Gay St. Harrisonburg, VA 22802, via fax 540-574-5179 or via email at recreation@rockinghamcountyva.gov

Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price				
	230142-01	Summer Day Camp MView 3.1	06/20/2016 -08/12/2016*	7:30 am - 6:00 pm	M, Tu, W, Th, F	Mt. View Elem		\$30.00			

7. Click on **each day** of the week your attending

19	+	20	+	21	+	22	+	23	+	24	+	25	+
		-	-	-	-	-	-	-	-	-	-	-	-
		+	+	+	+	+	+	+	+	+	+	+	+

Add to Cart (bottom left of screen)

Summer Day Camp JWES 3.1 (230112-01): 06/20/2016 @ 7:30 am, 06/21/2016 @ 7:30 am, 06/22/2016 @ 7:30 am, 06/23/2016 @ 7:30 am

Proceed to Check Out & Pay and you're finished!



ROCKINGHAM COUNTY PARKS & RECREATION SUMMER DAY CAMP 2016 REGISTRATION FORM

In Office Use Only	
<input type="checkbox"/>	Registration Fee Paid
<input type="checkbox"/>	Payment Schedule Explained
Staff Initials _____	

LOCATION

- Cub Run
- John C Myers
- John Wayland
- Lacey Spring
- McGaheysville
- Mountain View

RATE

- Full Summer (pd. by 5/2/16)-\$525, Sibling-\$490
- Weekly-\$75 per week, Sibling-\$70 per week
- Summer School -\$50 per week
- Daily-\$30 per day, no reg. fee.

INTENDED ATTENDANCE*

- Wk. 1-June 20-24
- Wk. 2-June 27-July 1
- Wk. 3-July 5-8
- Wk. 4-July 11-15
- Wk. 5-July 18-22
- Wk. 6-July 25-29
- Wk. 7-August 1-5
- Wk. 8-August 8-12

*Please note that it is the parent's responsibility to meet the payment deadlines and enroll their child each week. Intended attendance will only be used as an estimate of enrollment numbers.

Child's Name	Birthdate	Grade Entering
Child's Address	Town	State Zip

PARENT/GUARDIAN INFORMATION *Custody papers must be attached if parent is not allowed to pick up child*

First Parent/Guardian Name	Cell Phone	Home Phone
Address if different from child	Town	State Zip
Email Address	Employer	Work Phone

Second Parent/Guardian Name	Cell Phone	Home Phone
Address if different from child	Town	State Zip
Email Address	Employer	Work Phone

Child's Physician	Phone
List any serious or chronic medical conditions:	
List any allergies child may have:	
List daily medications:	

EMERGENCY CONTACT INFORMATION-Two people to contact if parents/guardians if cannot be reached

First Emergency Contact Name & Relationship	Primary Phone	Secondary Phone
Second Emergency Contact Name & Relationship	Primary Phone	Secondary Phone

Person(s) authorized to pick up child (in addition to parents/guardians and emergency contacts):
--

Person(s) <u>NOT</u> authorized to pick up child *Custody papers must be attached if parent is not allowed to pick up child*
--

AGREEMENTS

Medical

The parent /guardian authorize the Summer Day Camp Program to obtain immediate medical care if any emergency occurs when he/she cannot be located immediately. The parent(s) guardian agree to inform the program within 24 hours or the next business day after his child or any member of the immediate family has developed a reportable disease, as defined by the State Board of a Health, except for life a threatening disease which must be reported immediately.

Release of Liability

I consent to my child's participation in the Summer Day Camp Program sponsored by the Rockingham Parks & Recreation Department. I waive all rights to release all claims that might be held against the County of Rockingham and agents for any and all injuries or losses which may be suffered because of my child's participation in the Summer Day Camp Program.

Media Release

I give permission to have my child's picture/video taken and understand it could be used in Rockingham County Publications, to include the Recreation website, social media, activities guides, etc.. The child's name will not be used.

YES NO

Financial Commitment

I understand I am responsible for all charges associated with this enrollment, including any late fees. I also acknowledge that I have received a current copy of the Summer Day Camp Parent Handbook and understand all policies and procedures outlined including the new payment deadlines found on pages 5 and 12.

Parent/Guardian Signature _____

Date _____

Any additional comments that we should be aware of that will provide valuable information for the Summer Day Camp personnel:

Emergency Alert for Allergic Reaction - Fill out ONLY if child has allergies! (Non-seasonal)

My child is at risk for a life-threatening allergic reaction

- Yes
- No

My child had his/her last reaction on the following date:

My Child has an allergic reaction to:

- Bees
- Latex
- Food (Please specify) _____
- Other _____

My child had the following symptoms during the reaction:

- Red, watery eyes
- Shortness of breath
- Coughing
- Swelling
- Hives
- Dizziness
- Nausea/Vomiting
- Runny nose
- Tightening of throat

Please check circumstances which reaction could occur:

- Skin contact
- Ingestion (eating allergen)
- Inhalation (breathing allergen)

Other _____

My child's allergy was identified through allergy testing:

- Yes
- No

If an allergic reaction would occur at summer day camp, personnel will administer first aid (remove stinger, apply ice, observe for 15 minutes and record side effects). You will be notified of the incident immediately. Please indicate which further treatment a health care provider is recommending for your child:

- Administer medication – Name and dosage: _____
- Call 911 Immediately
- Call Physician

****Please note that 911 will be called if an EpiPen is given or if your child is demonstrating symptoms of a systemic allergic reaction**
If medication is necessary, please complete the Medication Authorization Form*****

Summer Day Camp 2016 Pool Permission Form

Child's Name: _____ Day Camp Site: _____

- I hereby give permission for my child, listed above, to attend the field trips to the Pool. I also understand that Summer Day Camp staff will act as their guardian while on this field trip and will help ensure that all facility and program rules are followed.

Check appropriate answers in each section below:

Swimming Ability: ___ My child **can** swim ___ My child **cannot** swim

Depth of Water: ___ Kiddie Pool ___ Shallow End (3ft) ___ Mid-Pool (4-5ft) ___ Deep End (5ft+)

My child may use: ___ Water Climbing Wall (ages 10+) ___ Diving Boards ___ Slides

****Some pool locations require a swimming test. Please see Page 9 to familiarize yourself with this policy.**

Sunscreen: ___ I give permission for Day Camp staff to apply sunscreen. Equate Kids SPF 50 Spray is the sunscreen provided to staff.
 ___ I DO NOT give permission for Day Camp Staff to apply sunscreen

- I DO NOT give permission for my child to attend field trips to the Pool. I understand that my child will still be transported for the field trip, unless he/she is picked up at the Day Camp site before 12:30pm on field trip days.

Parent Signature: _____

Date: _____

Summer Day Camp 2016 Field Trip Card

This card will accompany your child on all field trips, please print and fully complete

Child's Name: _____ Day Camp Site: _____

Allergies: _____

Medical Conditions: _____

Daily Medications: _____

First Parent Name:	Phone #	Phone #
Second Parent Name:	Phone #	Phone #

Emergency Contacts will be used if staff are unable to reach a parent

First Emergency Contact Name:	Phone #	Phone #
Second Emergency Contact Name:	Phone #	Phone #