

THE CITY OF  
**STREETSBORO**  
PARKS AND RECREATION



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# SUMMER DAY CAMP

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Parent Handbook

2019

STREETSBORO PARKS & RECREATION DEPARTMENT  
9184 State Route 43, Streetsboro, Oh 44241

# Streetsboro Parks and Recreation Summer Day Camp

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### Contact Information

Craig Barger/Recreation Programmer & Camp Director  
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Katelyn Alesci/Head Camp Counselor

Streetsboro Parks & Recreation Department  
9184 State Route 43, Streetsboro, Oh 44241  
Phone: 330-626-3802  
Fax: 330-626-4035

**Contact Information**

Streetsboro Summer Camp  
City Park  
8980 Kirby Lane  
Streetsboro, Ohio 44241

**Inclement Weather Location**

Streetsboro Annex Building  
1951 Annalane Drive  
Streetsboro, Oh 44241  
Phone: 330-626-4905

**Before & After Care Program**

Streetsboro Annex Building  
1951 Annalane Drive  
Streetsboro, Oh 44241  
Phone: 330-626-4905

**Camp & Before & After Care Program Descriptions**

Camp runs daily from 9:00 AM to 3:00 P.M. Early drop-off takes place from 7:30 AM to 9:00 AM. Late pick-up takes place from 3:00 PM to 5:30 PM. \*Early drop-off and late pick-up are included in the camp fee at no additional cost. \*PARTICIPANTS MUST PRE-REGISTER

Children may be enrolled in one or both programs. Children are eligible for these programs if they are at least SIX years old during their enrollment and will not be attending the Middle School in Fall. Children must be toilet trained and able to change their own clothing. PARTICIPANTS MUST PRE-REGISTER. ENROLLMENT IS LIMITED. FIRST COME/FIRST SERVE.

**Children with Disabilities**

Children with mental or physical disabilities have the opportunity to participate in all activities at the camp and before & after care. All children benefit when children with and without disabilities are served in the same setting. Children who do not have disabilities experience growth in social skills, increased tolerance of others, and decreased fear of human differences. The City of Streetsboro will make any reasonable modification in policies, practices and procedures in order to accommodate individuals with disabilities. Individualized Plans are used to meet the specific needs of children with disabilities while under our care and supervision. Please speak with the Program Director for more details.

**Non-Discriminatory Policy**

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

**Mission Statement & Philosophy**

Our mission is to promote the well-being of children in the community by providing quality, affordable child care in a fun, friendly, and safe environment. Our summer camp philosophy is based on meeting the recreational and social needs of each child. Our before & after care philosophy is based on meeting the child care needs for busy households. The summer program environment is designed to allow children to experiment and explore in areas that include creative activities, games, dramatic play, art, music, the outdoors, and the community environment. At camp children will have the opportunity to go on hikes, swim, and play on the playground to stimulate physical well-being and encourage social interaction. The before & after care program utilizes the Streetsboro Annex gymnasium. We are committed to serving a diverse population of children and families in the community. Our goal is to provide a warm and encouraging place in which children can grow and learn.

- o Goals
  - To provide a safe and wholesome place for children to play.
  - To develop a sense of fair play and sportsmanship.
  - To learn new skills.
  - To experience success.
  - To make new friends.
  - To enhance self-esteem.
  - To gain a greater sense of confidence.
  - TO HAVE FUN!

**FEES - Camp Fee Schedule**

**RESIDENT PRICING**

**Early Bird** - Purchased March 1 – May 6  
Purchase any 1 week: \$130 / week

**Pre-Season** - Purchased May 7 – May 26  
Purchase any 1 week: \$140 / week

**Purchased May 27 – August 2**  
Flat fee: \$150 / week

**NON-RESIDENT PRICING**

**Early Bird** - Purchased March 1 – May 6  
Purchase any 1 week: \$150 / week

**Pre-Season** - Purchased May 7 – May 26  
Purchase any 1 week: \$160 / week

**Purchased May 27 – August 2**  
Flat fee: \$170 / week

**Weekly camp fees made after May 27 must be paid two Fridays prior to the week your child(ren) will be attending (Example: your child(ren) will be attending camp the week of June 24; fees would be due Friday, June 7).**

**PARTICIPANTS MUST PRE-REGISTER.** Parents/guardians must submit all of the appropriate forms and make all payments prior to child's first day of camp. Enrollment is limited and on a FIRST COME/FIRST SERVE BASIS. The camp must receive an enrollment form for each child and fees must be current before the child may attend camp. If necessary, please complete a Medical Plan, which must be discussed with the Head Camp Counselor.

**Payments**

**Fees must be paid in full** before the first day of each session in order for a child to be enrolled in the Streetsboro Summer Day Camp; the parent/guardian may pay for one or more sessions. Please note that children will not be permitted to attend without pre-payment. **Weekly camp fees made after June 2 must be paid two Fridays prior to the week your child(ren) will be attending (Example: your child(ren) will be attending camp the week of June 24; fees would be due Friday, June 7).**

Streetsboro Summer Camp staff may NOT accept the parent/guardian payment at City Park. Checks should be made payable to the City of Streetsboro. Any checks returned for insufficient funds (NSF) will result in an additional \$23.00 fee per infraction.

- o Camp Refund Policy
  - A \$25 transaction fee will be processed per week, per child, for every refund issued.
  - All camp refunds must be submitted two weeks before the start of the camp session the household is looking to get refunded for. Any refund requests after this period will not be accepted.

Fees WILL NOT BE REFUNDED for days missed by a child due to:

- Weather cancellations

- Cancellations required by the City of Streetsboro
- Family vacations
- Illness and inability to arrive at camp
- Discipline or suspension
- Inability to complete the program, unless a two-week advanced written notice of withdrawal is given. The parent/guardian may obtain a withdrawal form from staff.

### **Late Pick-Up**

Out of respect for the staff, the pick-up time is strictly adhered to. A late fee of \$5.00 for every 10 minutes after the pick-up time will be charged.

### **Withdrawal**

Parents/guardians must provide the Recreation Department TWO WEEKS PRIOR WRITTEN NOTICE of withdrawal from the camp. Fees paid in advance of the effective date of withdrawal may be refunded (minus a \$25 transaction fee) if at least two weeks' notice is given.

### **Program Closings**

Streetsboro Summer Camp will relocate to the Streetsboro Annex Building in case of inclement weather. The camp/before & after care will be closed on **July 4**.

## **SUPERVISION, GUIDANCE AND MANAGEMENT**

### **Arrival and Departure at Camp**

Please arrive no earlier than 10 minutes before start time. **ALL MORNING DROPOFF OF CHILDREN MUST BE DONE AT STREETSBORO ANNEX BUILDING; ALL AFTERNOON PICKUP OF CHILDREN MUST BE DONE AT THE CITY PARK NORTH PAVILION.** Parents/guardians must sign the daily sign-in sheet upon arrival and dismissal. **DO NOT DROP OFF CHILDREN WITHOUT SIGNING THEM IN AND VERIFYING THE LOCATION OF THE CAMP FOR THAT DAY.**

Each time parents/guardians drop children off; they must stop at the check-in area in the Streetsboro Annex Gym, identify themselves to the staff, and sign the child in. The sign-in sheet acts as one method of attendance. At the beginning of each day, staff will verify that each child is accounted for appropriately and is responsible for forwarding the record at the conclusion of each day to the administration office at the Recreation Office. The attendance records will be maintained in a file at the Front Desk of the Recreation Office.

Parents/guardians may designate another person to pick up children **IN WRITING**. That person will be required to show identification before they are permitted to leave with the child. When picking children up for the day, parents/guardians must follow the same procedure for drop-off, meet the child at the assigned location, and sign the child out.

### **Before Care Arrival Policy**

Children must be escorted to the before & after care area by the parent/guardian. As each child enters the before & after care area, the parent or guardian is required to sign the child in. This sign-in sheet acts as one method of attendance. Staff will also take attendance.

Staff will verify that each child is accounted for appropriately and are responsible for forwarding the record at the conclusion of each morning session to the Recreation Office. The attendance records will be maintained in a file at the Front Desk.

### **After Care Departure**

When picking children up for the day, parents/guardians must follow the same procedure for Before Care Arrival and meet the child at the designated area to sign the child out.

Parents/guardians may designate another adult to pick up children IN WRITING. That person will be required to show identification before they are permitted to leave with the child.

**Non-custodial Parents**

A parent of a child enrolled in any program who is not the child's residential parent will be permitted the same access to the program and be afforded the same rights as the residential parent unless there is court documentation limiting access and contact by the nonresidential parent. This documentation must be a CERTIFIED copy of the custody agreement or judge's order. This documentation will be kept on file. Upon entering City Park or the Municipal Center, the non-custodial parent must report to the City Park or Recreation Dept. front office staff. Staff must notify the Head Camp Counselor, or designee.

**General Information**

- o Hours of Operation  
Camps are open from 9:00 a.m. - 3:00 p.m. Monday through Friday.  
Camps start June 3 and ends August 9 (No Camp- July 4)
- o Age Requirements  
Summer Day Camps are open to boys and girls ages 6 to 11 years old. Children must have completed kindergarten.
- o Staff  
CHILDREN WILL BE SUPERVISED AT ALL TIMES. Caring individuals with varying degrees of education and experience staff our programs. Staff is required by state law to report any suspicions of child abuse or child neglect.

**Staff/Child Ratios and Group Sizes Maintained for Each Age Group**

Adult to Children ratios and group size will not be exceeded. Streetsboro Summer Camp and Before & After Care may choose to limit the group size to a smaller number of children.

| <b>Program</b>         | <b>Streetsboro Summer Camp &amp; Before &amp; After Care Ratio</b> | <b>Streetsboro Summer Camp &amp; Before &amp; After Care Group Size</b> |
|------------------------|--|---|
| 5 & 6 Year Old Group   | 1 Adult to 8 Children  | 2 x Ratio = 16 Children   |
| 7 – 9 Year Old Group   | 1 Adult to 10 Children   | 2 x Ratio = 20 Children   |
| 10 – 13 Year Old Group | 1 Adult to 10 Children   | 2 x Ratio = 20 Children   |

- o Facilities  
Camp is conducted primarily as an outdoor program. The Streetsboro Annex will serve as an organization and inclement weather area.
- o Extended Care  
Extended hours are offered to participants from 7:30 - 9:00 a.m. and 3:00 - 5:30 p.m. each day.

**What to Bring**

Please dress your child as comfortable as possible to enable him/her to participate in the different activities of the day. Kids will be outside and active! Closed-toe shoes must be worn at all times (CROCS ARE NOT RECOMMENDED) and should be comfortable for all-day wear. Sandals/Flip-flops are ONLY appropriate to wear while at the pool but not for the whole day. The child's name should be marked on personal items. Staff will supervise children in the appropriate male/female locker room when changing into/out of their swimsuit. Staff will not assist children; they must be able to change their own clothes. **Children participating should wear their camp**

**shirts every Friday for field trips.** Please put your child's name on all items brought to camp (i.e. lunch box, water bottle, camp shirt, and bags). Personal items should not be kept at camp overnight.

Streetsboro Parks and Recreation is not responsible for lost, damaged or stolen items. Please check the lost and found weekly for lost items.

### **Electronics**

Cell phones, tablets, iPods, handheld video games, and other electronics are not needed at camp. These devices become a distraction for campers and can make daily activities difficult for camp staff. The summer camp staff has worked hard to provide to provide fun and engaging activities in which campers can participate and enjoy. If campers are found with an electronic device, it will be held until the end of the day and given to parents/guardians. OUR STAFF MEMBERS WILL HAVE CELL PHONES FOR EMERGENCY USE. ELETRONICS BROUGHT TO CAMP SHOULD STAY IN YOUR CHILDS BAG DURING THE CAMP DAY.

Each child will need to bring: bag/backpack, swimsuit, towel, sunscreen, water bottle, packed lunch and an afternoon snack. It is also suggested to bring an extra change of clothes, hat, goggles, and ear/nose plugs.

- Lunch  
Children must bring a packed lunch each day. The lunch should have the child's name clearly marked on it. Parents should pack a meal that provides a well-balanced diet. Failure to provide a lunch will result in a \$5.00 fee for the center to provide lunch and written notice after the first and second offenses. Failure to provide a lunch three times may result in the child's suspension from the program. Lunch and Snacks should not need to be heated or refrigerated!
- Swimming  
Camps will be going swimming at least once a week. Program staff will supervise the water activities, in addition to the certified aquatic staff at the facility. If you feel your child is not a good swimmer, please be sure to communicate that with the camp staff.
- Newsletters  
Camp Newsletters are a fantastic way to keep in touch of your child's weekly activities and lesson plans. Newsletters will be distributed every Thursday prior to each new week.

### **Parent Participation**

It is our goal, as your child grows and changes, to provide him/her with the best possible recreation programs and experiences to encourage your child's positive self-esteem. We feel this is best accomplished through a close relationship between parents and staff members in all matters.

Please feel free to contact the Camp Director to discuss concerns about the camp program. We also encourage parents to communicate with staff to gather information about their child's day. If you're interested in attending lunch with your child, please call the Camp Director prior to lunch to ensure of their location. Lastly, please let the Camp Director and your Site Supervisor know if there are any special needs your child may have or need so that our staff can accommodate.

## **Child Abuse**

By state law, all agencies that provide children's programming are required to report questionable bruises or marks that are repetitious and obvious to the staff.

Likewise, should a child indicate to a staff member that abuse, either physical or sexual, is happening to them, it is our obligation to report the discussion to the Portage County Children's Services. Know that should a report be filed, it has been done with much consideration on the staff's part.

## **Medical Procedures and Emergencies**

### **General Emergency Medical Plan**

Telephones are located in the Recreation Office. Cell phones are also available for use by the group leaders. Staff is trained in First Aid and CPR. A first aid kit is located at the pavilion, and in the Recreation Dept. A first aid kit will also accompany the children on all field trips in addition to their emergency forms. The staff is responsible for keeping these forms with them. Universal precautions (i.e. rubber gloves) will be worn when adults handle injuries or illnesses that involve body fluids. Proper and frequent hand washing/sanitizing is the most effective way to prevent the spread of infection.

A staff member witnessing an incident/injury shall complete an Incident/Injury Report. This report must be completed upon the occurrence of any incident, illness, or other event outside the course of normal daily events. The staff member will be required to complete the form that day. The Head Camp Counselor, Recreation Programmer or designee, will sign the report. One copy of the report will be given to the parent/guardian within 24 hours and one copy will be placed in the Accident Report File. Staff will fill out an incident report when the following occurs:

- An illness, accident, or injury that requires first aid treatment
- A bump or blow to the head
- Emergency transportation
- An unusual, unexpected event, which jeopardizes the safety of children or staff, such as a child leaving the camp unattended.

Current emergency contact numbers are as follows:

- Recreation Department 330-626-3802
- Emergency Squad 911
- Fire 911 OR 330-626-4664
- Police 911 OR 330-626-4976
- Robinson Memorial Hospital 330-297-0811
- Poison Control Center 1-800-222-1222
- Children's Protective Agency 330-296-2273

The children's medical records are located in a file box at the pavilion. The children's enrollment, health, attendance, and emergency transportation forms will also be found in the folders.

If a general emergency requires that children be moved to an alternative location, the children will be transferred to the Streetsboro Recreation Dept., 9307 S.R. 43 Streetsboro, Ohio 44241. All of the children will be placed on the Recreation Department van and transported according to all appropriate transportation procedures. Parents will be notified by phone as soon as possible. Children will remain at the Streetsboro Recreation Office until such time that a parent/guardian is available to pick up the child.

### **Serious Incident, Injury, or Illness**

The following procedures will be followed in the event of a serious incident, injury, or illness:

- The EMS squad will be called.



- Staff will provide emergency first aid and contact parents/guardians.
- Staff will accompany the child to an emergency care source and will remain with the child until the child's parent/guardian assumes responsibility for the child's care.
- The child's medical records will be sent with the child.

**Communicable Disease Policy**

All children will be observed as they enter the program for signs of communicable diseases. Full-time staff is trained in the recognition of the signs of communicable diseases.

The following precautions will be taken for children suspected of having a communicable disease.

- A child with any of the following conditions will be immediately isolated and discharged to his/her parent or guardian.
  1. Diarrhea (more than one abnormally loose stool within a 24 hour period)
  2. Severe coughing, causing the child to become red in the face or to make a whooping sound
  3. Difficult or rapid breathing
  4. Yellowish skin or eyes
  5. Conjunctivas
  6. Temperature of 100 degrees in combination with any other sign of illness
  7. Untreated infected skin patches
  8. Unusually dark urine or gray or white
  9. Stiff neck
- A child with any of the following signs of illness below will be immediately isolated from the other children, but not discharged without further observation or discussion with parent. The child will be carefully watched for the addition of symptoms listed in the above section, and will be discharged from the program by decision of the Camp Director and parent should these symptoms become obvious.
  1. Unusual spots or rashes.
  2. Sore throat or difficulty swallowing
  3. Elevated temperature
  4. Vomiting
  5. Evidence of lice, scabies or other parasitic infection.

The Department will follow the Ohio Department of Health and Communicable Disease Chart for appropriate management.

- A child isolated due to suspected communicable disease will be:
  1. Cared for in a room or portion of a room not being used for other types of childcare
  2. Within sight and hearing of an adult at all time
  3. Observed for worsening condition
  4. Discharged to parent or guardian upon decision of the program director or designee

## Health

Chapter 5104 of the Ohio Revised Code and rule 5101:2-12-36 of the Ohio Administrative Code requires that no medication, vitamins, or special diet be administered unless instructions to administer such items are written, signed and stated by a licensed physician and are prescribed for a specific child. Forms are to be filled out by the parent for administration of "over-the-counter" drugs. Any prescription needs to be in its original container having the prescription label having the doctor's and child's name on it. We DO NOT allow children to self-medicate.

## Transportation and Field Trip Safety

- Only a certified bus driver trained in all emergency procedures will operate the Streetsboro School bus.
- The camp staff will accompany the students on the bus and utilize a "Field Trip Assignment List" to insure that all children are counted.
- The staff will verify the children attending the field trip, the total number attending the field trip, whether the camp received the permission form, and whether the medical form is on file. The permission and medical forms will be taken on the trip. At least one, if not more staff will be present on the bus with the driver at all times.
- Staff/child ratios will be maintained at all times throughout the trip.

## Sunscreen Usage at Camp

Sunscreen must be provided in child's backpack with first and last name written on the bottle. Parent must apply the first application before drop-off in the morning. Child may apply, with assistance if needed, a second application before afternoon. In order to prevent possible exposure to sunburn, we HIGHLY recommended applying waterproof/sweat-proof sunblock with at least a rating of SPF +30 before sending them to camps. **Use of aerosol sprays is prohibited while children are in attendance at camp.**

The staff will remind children to put sunscreen on themselves during the day. It is also highly recommended, during the summer children wear light t-shirts for all outdoor activities including swimming. Please discuss with your child the need to be protected from the sun's rays.

## Safety Policy

All of the policies and rules established by the Department have been instituted to protect the best interest of the children enrolled at the camp. The following rules and the strict adherence of these by staff and parents alike are important in providing the safest environment for your children.

- No child will ever be left alone or unsupervised. At all times there will be a minimum of 2 camp leaders. If able both leaders will be of opposite gender during that time. When necessary, staff and children may be moved to a higher traffic area.
- Children must be escorted to their room each day by a parent and will be greeted by staff the same is expected in the evening.
- Staff will accompany children on all field trips. All staff members will be trained in emergency first aid procedures.
- Each leader has copies of medical and emergency treatment/transportation forms with him/her at all times.
- Accident report forms will be completed and available to parents.
- Use of aerosol sprays is prohibited while children are in attendance at camp.

- o Staff members will immediately notify the Camp Director of the program of suspected child abuse or neglect.
- o Weather emergency plans are in the leader's handbook.
- o We do not escort children to and from personal programs and lessons during the day.

**Discipline**

The staff or individual leader in charge of a child or group of children shall be responsible for their discipline in keeping with the discipline policy established by the Summer Camp program.

Child discipline will be handled with kindness, consistency and understanding. Attention will be given to the specific needs of each individual child while at the same time the child is encouraged to become part of the group and participate.

Rules will be instructed each Monday on the camp week. Leaders will discuss the regulations thoroughly with the children and explain why it is necessary to have them. We do not want children to hurt themselves or each other. We want to encourage respect for people and for property.

Too often discipline is thought parallel with punishment; that is not the case within our camps. We want to approach it with a positive action so appropriate behavior is reinforced and a learning process takes place as natural growth and development.

In order to help us accomplish these goals, we will use the following steps:

1. OBSERVE AND LISTEN to prevent conflict by anticipating any inappropriate behavior.
2. REDIRECT the child to another activity.
3. TALK to the child individually.
4. SEPARATE the child from his/her group.
5. DISCUSS the situation with the child.
6. DOCUMENT the situation and discuss it with the parents daily.

Our specific policy for discipline will be based on a color system as seen below:

**Color Coded Discipline System**

**Green:** Good Behavior!!  
**Yellow:** Camper had minor violation(s) with camp rules and policies. (IE... Not listening, running in the halls, can't keep hands to themselves, etc)  
**Orange:** Camper had multiple verbal warnings, repeat offensives, and/or inappropriate actions or behaviors that clearly broke camp rules and policies. (IE... Continuous verbal warnings, pushing another camper, inappropriate use of language, etc)  
**Red:** Camper had very inappropriate actions or behavior, clear intent to hurt or harm, and/or continuous behavior issues while being on Orange. (IE... Punching another camper, throwing equipment, profanity, etc)  
 o Red Disciplinary Issues will be handled by Camp Director to their discretion. Immediate removal from camps will be asked with possibility of further suspension. All incidents will be final after decision is made.  
 o Two Red's will result in an automatic expulsion from camps.

- If your child is given an incident form, Parent Signature will be needed and returned within 72 hours of incident. If the form is not signed by Parent, your camper will not be accepted into camps until a meeting with Camp Director has been scheduled.

**Questions or Concerns**

Please direct any questions or concerns to the Camp Director, Craig Barger. If parents/guardians feel their questions and/or concerns are not being addressed, please contact the **Recreation Director at 330-626-3802.**

**License Exemption**

Pursuant to Ohio Revised Code §5104.20, any county, township, municipal corporation, township park district created under section 511.18 of the Revised Code, park district created under section 1545.04 of the Revised Code, or joint recreation district established under section 755.14 of the Revised Code that provides programs for children who are five years of age or older are exempt from child care licensing. Therefore, City of Streetsboro programs for ages 5 and up are not eligible for a child care license issued by the Ohio Department of Job and Family Services. Our programs have completed report forms from the Building Department, Fire Department and Health Department on file at the Recreation Center. It is unlawful for the City of Streetsboro to discriminate in the enrollment process on the basis of race, color, sex, religion, or national origin.