

CITY OF COLUMBUS RECREATION AND PARKS DEPARTMENT PARENT HANDBOOK



THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

RECREATION AND PARKS
DEPARTMENT

Masks 
Kindness

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WELCOME!

Thank you for choosing Columbus Recreation and Parks Department 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 fill out the forms online as soon as possible:

- Camper Information and Waiver Form:
<https://www.emailmeform.com/builder/form/3e4aITqnKbZ53bWt9Ymabd>
- 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 7:30 a.m. and must be picked up by 6 p.m. Camp sessions are:

- Session 1: June 13-17
- Session 2: June 21-24*
- Session 3: June 27-July 1
- Session 4: July 5-8*
- Session 5: July 11-15
- Session 6: July 18-22
- Session 7: July 25-29
- Session 8: August 1-5

**All programs and centers will be closed Monday, June 20, and Monday, July 4, for the holiday.*

Camper Pick-up and Drop-off

When You Arrive:

- Campers must be signed in and out daily noting the time. Parent or guardian must physically come into the center/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.
- In case of custody issues, please provide documentation so the staff is informed and can be aware of any potential issues that may arise. All documentation will be kept confidential.
- Campers must be picked up by 6 p.m.

Late Pick-Up Fees

- **A late fee of \$10 will be charged for any camper picked up from 6-6:15 p.m. An additional \$1 will be charged for each minute after. This fee is per camper.**
- Late Fees must be paid before the camper can return to camp.
- Chronic late pick-ups may result in removal from the camp.
- Camp staff will make every attempt to contact the parents/guardians and the emergency contacts.
- If after one hour of no contact with parents, guardians or emergency contacts, Franklin County Children Services will be called to pick up the camper.

Refund Policy

To receive a refund, please email ambrown@columbus.gov with your request. You will be asked to provide a written request before the refund will be processed. Refunds requested between five and 10 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 six to eight weeks to process. A \$15 processing fee will be assessed for each refund request. Note: \$10 deposit will not be refunded. The deposit can be transferred to another community recreation camp if requested by June 3.

Dress Code

- Comfortable clothing that is appropriate for active play and approved for getting dirty. Campers will participate in physical activities so dresses and skirts are not recommended.
- Clothing that is appropriate for the day's weather. Campers may be outside on cool and hot days.
- Closed-toe shoes only; preferably sneakers. Sandals and flip-flops are not permitted.
- Pants and shorts must be worn at the natural waist. Shirts must reach the waistline, and shoulders must be covered. Short-shorts should be avoided.
- Clothing must be free of words, slogans or images that are inappropriate, including drugs, sex or alcohol, vulgar or offensive language, racially-charged or insensitive content, suggestive imagery, bias toward any group or individual, and symbols related to gangs/gang membership.

Expectations for Campers and Adults

- Campers need to participate in all activities.
- If your camper is not feeling well, please have him/her stay at home. If a camper becomes sick while at camp, they will be moved 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 their 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 guidelines will result in disciplinary action.

- Each camper will treat everyone at camp with respect and consideration. Intimidation, bullying, verbal, emotional or physical abuse, or destruction of 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, nunchucks, 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 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 inappropriate language is not acceptable and will not be tolerated.
- For safety reasons, campers must stay with their 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 parent/guardian
3. Conference with participant and parent/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/she feels the offense is a threat to the health, safety or wellbeing 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

- Bag or backpack to keep personal items (please label on the inside)
- Sunblock (please apply before your child arrives at camp)

What Not To Bring To Camp

- Items of value, including money
- Weapons of any kind (see camp rules)
- Digital devices - phones, tablets, smart watches, fitness trackers, hand-held gaming devices, etc.
- Glass containers

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

Breakfast, Lunch and Snacks

Campers will be provided breakfast only if they arrive by the designated breakfast time.

- Lunch will be provided through the *Go, Lunch!* program.
- Snacks will be provided.
- All meals provided by the City will be free of peanuts, tree nuts and pork. Meat items are turkey-based.
- Menus will be posted at the check-in area. Your child may choose to pack meals, however, refrigeration will not be provided.
- If your child has a food allergy, please notify staff as we cannot control what other campers pack for their lunches/snacks.

Please note: *Tennis camps do not provide meals. Please pack lunch and snacks for your camper. Refrigeration is not available.*

Medications

Medication Policy

Columbus Recreation and Parks Department staff shall not administer medication to participants. All medication taken by participants shall be self-administered, and no resident taking regular medication shall be registered in our programs unless the resident 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 provide all medication for the registered session to an on-site 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.

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

- Do not send your child to camp if they are experiencing any of the following symptoms:
 - Fever over 100.4°F
 - Muscle Pain or Aches
 - Cough
 - Sore Throat
 - Chills
 - New Loss of Taste or Smell
 - Shortness of Breath or Difficulty Breathing
- Staff will remind parents that they will be called to pick up their child if they are experiencing any of the symptoms listed above.
- 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.

CAMPER PICTURES AND VIDEOS

- Your child's picture or video may be used for the department's communications team 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.