

Mount Vernon Parks & Recreation Summer Day Camp Parent Information

Dear Parents,

Mount Vernon Parks and Recreation would like to welcome you and your child to our Summer Day Camp program! We are pleased to be able to offer this program for the 2016 summer. Our goal is to help our participants (entering kindergarten through sixth grade) to have a fun-filled summer and memorable experiences!

Each week will have activities based on the weekly theme. Throughout the week, campers will participate in athletics, creative expression, and outdoor exploration. Please refer to the camper's weekly schedule to find out what days these activities will be on. Weekly activity schedules will be available the Monday of each weekly session.

Our staff are experienced, excited and will be responsible for creating activities that will engage your children. Our site will be structured with a site leader and site aides. Please feel free to communicate with staff regularly about your child's schedule, behavior issues and needs during their time with us at day camp.

Our summer day camp program will be based in the Hillcrest Park Skylight Room and participants will be able to take full advantage of all park amenities. Local field trips will occur each week. Please make sure to check the weekly schedule to find out more specific activity information about each week!!

We are excited about the opportunity to get to know your child this summer and create fantastic memories. Feel free to call or e-mail me with any questions!

See you this summer!

Lisa Esparza

Recreation Coordinator

(360) 336-6215

mvparks@mountvernonwa.gov

REGISTRATION & FEES

Where Do I Register? Please register at the Mount Vernon Parks & Recreation Administration Office, 1717 S. 13th Street, in Hillcrest Park. Please Note: We are enrolling children on a **Pre-Registration**, first come first serve, basis.

What is Pre-Registration? Participants will be registered on a weekly basis, prior to the first day of the session. Your child will be registered for a session of camp once the registration paperwork is completed and your full payment for the session is made. Your child will not be registered until full payment is made for that session and we have completed paperwork on file. Please note, each session requires a minimum and maximum number of participants. Completion of registration paperwork and full payment is the only way to guarantee a spot in our program.

Registration Paperwork: We must have your completed registration paperwork before your child's first day at Day Camp. Please be accurate and thorough. Accurate emergency contacts, medical records & child pick up listings are a must. Please communicate updates, such as new contact information or changes to your pick up list, to site staff or the Recreation Coordinator.

Weekly Fees: Fees are based on one weekly session. Fees are as follows:

2 days/week= \$75 or 4 days/week = \$125

At the time of registration you will be able to choose how many days per week your child will be attending camp for that week. **Daily Hours: 8:00am-5:30pm.** In the event that your child attends fewer days than you have registered for, no refund will be permitted.



Example of DAILY ACTIVITIES

Sample Daily Schedule (subject to change)

| | |
|-----------------|---------------------------------|
| 8:00am-9:00am | Free Time & Stations / Arrival |
| 9:00am-9:30am | Circle Time |
| 9:30am-10:30am | Morning Activity 1: Daily Theme |
| 10:30am-11:30am | Morning Activity 2: Daily Theme |
| 11:30am-12:00pm | Lunch |
| 12:00-1:00pm | Quiet Time |
| 1:00pm-2:00pm | Active Group Games / Activity |
| 2:00-3:30pm | Outdoor Mission or Project |
| 3:30-4:00pm | Afternoon Snack |
| 4:00-4:30pm | Finish Projects / Clean Up |
| 4:30pm-5:30pm | Free Time & Stations / Pick Up |

A typical day at day camp includes a combination of games, physical activity, projects, crafts and opportunities to get outside; a variety of activities incorporating our weekly theme and field trip. Days are structured so that our daily program will begin at 9:00am. Our daily programming ends at 4:30pm each day and our site will remain open for camper pick up until 5:30pm.

A weekly parent handout will be available on the Monday for each week. This will include specific information regarding the local weekly field trip. This may include special instructions for each week, themed dress up days or special projects. Upon request, this information can also be e-mailed to you on the Monday of each week if your e-mail address has been provided.

Lunch & Snack: All participants will need to bring a lunch and beverage each day. Each day, we will have lunch between 11:30am—12:00pm. Afternoon snack and drink are provided. Participants are welcome to bring a morning snack if they are becoming hungry before lunch time. Please send a water bottle with your child. Water bottles are great for field trips, warm summer days, and campers on the move! If we have a camper that has a severe food allergy, we will request all parents **not** send food items containing the allergen during the week. (For example, some weeks will be "Peanut Free" and we will ask that you do not send any foods containing peanuts during this time.) We appreciate your help in creating a safe space for all our participants.

Sign In: Parents need to sign their child(ren) in every morning when they are dropped off. We require a parent/guardian signature on the sign in sheet for auditing purposes and request that children **do not sign themselves in** unless previous arrangements have been made with the Recreation Coordinator.

Sign Out: Our policy requires that all participants are signed out only by parents/adults who are listed in the child's registration information. For the safety of your child, **staff will check I.D. of people they do not recognize and will check the I.D. of anyone who picks up their child on his/her first day of camp.** Be sure to notify the site staff or the Recreation Coordinator if there are changes to the list of persons who have permission to pick-up your child. Changes to who may pick up your child must be submitted before the pick-up of your child.

DAY CAMP INFORMATION

Attendance: At the time of registration you will be asked what days your child will attend each week. If there are changes to the attendance information that you submitted, please inform the site staff or MVPR office so we can accommodate those requests. Accurate information is needed for planning purposes.

Field Trips: Our field trips have been carefully selected to provide a weekly adventure! This summer we will again visit local parks and attractions for our field trips! We will walk when possible to our field trip destination and look for alternative transportation options, when available, including public or school district transportation. It is always a good idea to check the weekly schedules that will be available at your site to find out more details for the week's trip including departure/return times and what to bring. For some trips, parents can decide whether or not to send money for extras. Please be aware that MVPR Summer staff members will not be responsible for lost or stolen money or purchased items. We ask that if you do choose to send money with your child that it be a minimal amount; we would hate for any child to lose their money! Staff will not be responsible for any money or any items brought to camp.

A parent will be asked to sign a specific field trip permission slip for each off site trip.

Additional Fees: MVPR's Summer registration fees include weekly field trips and projects throughout the summer. Occasionally, there may be extra projects or extra field trip opportunities that will require an extra fee throughout the summer. Parents will be notified of these opportunities the week prior to their registered session of Summer Day Camp.

Transportation: Children will be transported in vehicles approved by Mount Vernon Parks and Recreation and the City of Mount Vernon. All drivers have been approved by the City of Mount Vernon. As a part of the summer registration packet, parents will be required to sign a hold harmless waiver and a permission to transport form. These will be due at time of registration. If your child is 8 years old or younger OR under 4'9" then under Washington State Law it is mandatory that they have a booster seat while being a passenger in a vehicle. Please provide a booster seat for your child when needed and label it clearly with your child's name.

Non-Discrimination Statement: Mount Vernon Parks & Recreation will not exclude anyone in participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's gender, race, color, national origin, age or handicap. If your child requires special arrangements, please call the Recreation Coordinator to discuss accommodation options.

Child Abuse Policy: It is Washington State Law for child care providers to report any suspected abuse or neglect of a child. [RCW 26-44-020 \(12\)](#) defines abuse and neglect as injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed. (<http://www.dshs.wa.gov/>)

Medical Information: Your child's medical information must be filled out upon registration. Please be thorough and accurate. Special needs or conditions should always be noted in the medical paperwork and will always be kept confidential. In order to make appropriate preparations and to ensure that every child can enjoy their summer, serious medical or behavioral issues should be communicated to the

Recreation Coordinator and site leader. As part of the registration process, a form must be completed as your authorization to treat a minor enrolled in our program. Mount Vernon Parks & Recreation will not administer any medication to camp participants. Please do not send your child to camp if they are ill and/or have a communicable disease. All personal and medical information disclosed is kept confidential.

Sunscreen: We highly promote the use of sunscreen while your child is at camp. We encourage parents to apply sunscreen to their child prior to their arrival at camp and for campers to bring sunscreen with them to apply throughout the day. **MVPR staff will not physically apply sunscreen to a child.** We encourage the use of sunscreen and will provide reminders to participants throughout the day to apply sunscreen as needed. MVPR will request your consent before allowing your child to apply the sunscreen that is available during day camp or have staff help with application of the spray (mist) sunscreen. If we do not receive your consent, your child will not be directed to use the sunscreen available at day camp.

Appropriate Clothing: Please have your participant dress appropriately for active indoor and outdoor play! Feel free to have extra clothes and a jacket in a backpack at the site. Closed toe shoes are recommended (no flip-flops, please!). Check the weekly activity calendar in order to be prepared for specific daily activities.

Items from Home: It can be fun to bring toys/items from home to have on site and share with friends. We don't want to prohibit participants from bringing items from home; however, it is important to realize that items do not always return home in the same condition. Occasionally, things get lost or broken. Mount Vernon Parks and Recreation does not assume responsibility for any item brought from home. It is up to the participant and their parents to keep track of all items they send to the program.

Staff Members will allow participants to use their items from home during designated free times only! **Cell phones will not be permitted during daily activities.** Examples of these items may be, but are not limited to, the following: Gameboys, I-pods, I-pads, CD or MP3 Players, Cell phones, Pokemon Cards, Yu-Gi-Oh! Cards, tamagotchi, Bratz dolls, Kindles, Leap Frog, etc. If items from home continue to create a distraction for program participants, staff may ask that the items remain at home.

Day Camp Packing List (suggested):

- Backpack
- Extra Clothes (sweatshirt and/or outfit)
- Rain Jacket / Coat
- Sunscreen
- Lunch & Drink
- Water bottle
- Closed toe shoes (if not wearing them)
- Morning snack (optional)
- Swim suit, towel, extra clothes (for water themed days)

BEHAVIOR EXPECTATIONS

Our Summer Day Camp program is designed to provide fun and new activities, projects, and games for all our participants! *We expect* all participants and staff to follow the guidelines listed below to create a summer full of friends and memories!

Respect for yourself, others and the environment. Participants can show respect by listening to staff and respecting each other. This includes personal space as well as property & feelings. We want to encourage all participants to have a positive attitude and have fun all summer long!

Safety is a priority for all participants and staff. We all want to have fun this summer and being safe is essential. Participants must follow safety guidelines required by staff and avoid dangerous situations. We will always have a CPR/1st Aid Certified Staff on site and on field trips assisting participants in making good, safe decisions. Staff and participants must be alert during off site trips in order for everyone to enjoy the activities and be safe.

Have Fun! Summer fun is planned into each week of the Summer Day Camp. We have planned out numerous new games and activities for our participants to enjoy! *Everyone will be encouraged to participate with the group and try their hand at new activities.*

BEHAVIOR MANAGEMENT

Good behavior is essential in making our programs enjoyable for all participants. Staff will use the methods outlined below in order to promote good behavior decisions in participants. Parents may become involved in assisting to create a good behavior plan if a child is not responsive to these techniques.

1. A verbal warning: A simple verbal warning is all it takes sometimes to let participants know their behavior is disruptive or unacceptable. Part of participants showing respect is having them listen to staff the first time they are asked to do something or not do something. If a participant is having a rough day, and the behavior continues, then our next step will be:

2. A Second Warning: The second warning conveys the participant is not only breaking a simple rule, but it has become an issue of disrespecting staff by not stopping the behavior or action the first time they were asked. Parents may be notified verbally at the end of the day to help us encourage appropriate behavior at our Day Camp program. However, if the behavior does not cease you can expect:

3. Removal from Activities (Time Out): In order to facilitate fun activities for every child, Staff need to focus on the group as a whole. If one participant is requiring excessive negative attention, then it may become necessary to remove them from the activity. Removing a participant from an activity is a result of poor choices, continued negative behavior or ignoring staff requests. That participant will be asked to sit out, quietly until a Recreation Leader has determined they are ready to rejoin the group. Parents will be notified of the incident immediately or at time of pick-up.

4. Parent Call/Early Dismissal for the Day: If it is clear that a participant will not be able to participate within the behavior guidelines, a parent/guardian may be called and asked to pick up their child. If no one is available, the Recreation Coordinator will remove the child from the site for the remainder of the day. A parent meeting will determine whether or not further action is necessary.

****Parents:** We appreciate your support in helping your child follow our rules this summer. Please also be aware that it is **extremely** important for participants to follow our rules during field trips. If behavior issues become a continuous concern on or off site, MVPR reserves the right to limit or remove field trip privileges from a participant when participant and staff safety become an issue.