



LAKE METROPARKS

Camp rules/behavior agreement

Lake Metroparks camps use assertive discipline techniques that are used to strengthen good behavior by the use of positive reinforcement such as verbal praise, smiles, awards, etc. Subsequently, inappropriate behaviors are subject to the below listed consequences. This helps to ensure that all campers and camp counselors have a positive, rewarding summer! Please read the rules below with your child. By signing the Camp Rules/Behavior Agreement section on the Lake Metroparks Day Camp Authorization Form, you and your child are agreeing to follow the rules and understand the consequences if you don't.

CAMP RULES

1. Treat counselors, volunteers and other campers with respect.
No name-calling or foul language.
2. Follow counselors' instructions.
3. Any electronic device brought to camp is the *campers'* responsibility.
Electronic devices may be used only during extended hours.
4. Pop may not be purchased from the vending machine unless purchased by the parent/guardian at drop off or pick up.
5. Do not bring candy to camp, unless it is part of your lunch.
6. Stay with the group.
7. Respect nature and animals.
8. If you're not sure (about anything), ask first.
9. Have fun! (no whining, moaning or groaning)

CONSEQUENCES

1. Verbal warning
2. Supervised time-out away from the group
3. Parents/guardian notified of inappropriate behavior
4. Dismissal from camp

COMMUNICATION

As necessary, communication between Lake Metroparks and parent/guardian will be via email. Please check your email daily. If you have any questions about these rules, please ask a counselor. We will do our best to fairly enforce them.



LAKE METROPARKS

Day camp authorization form

Camper's name		Birth date	Male/Female
Address		Phone	Date of last physical
Name of parent/guardian 1	Daytime phone	Other phone	Email
Name of parent/guardian 2	Daytime phone	Other phone	Email
Name of relative or childcare provider		Phone	
Address		Relationship	
Medical Insurance: Company		Contract number	

Health Information

Current medication (please explain how often and for what reason):

Has your child been stung by a bee, wasp, etc? YES NO More than once? YES NO What was your child's reaction? _____

Are there any recent operations, physical handicaps or any other conditions the programmer should be aware of? YES NO

Explain: _____

List all known allergies: _____

Last tetanus toxoid immunization: _____

Are there any special needs or learning disabilities? YES NO Explain: _____

Do you grant permission to apply additional sunscreen throughout the day as needed? YES NO

Your child should arrive at camp with sunscreen already applied. It is not the liability of Lake Metroparks if your child receives sunburn while participating in camp.

Authorization for Pick-up

In the event that I cannot drop off or pick up my child for camp, I authorize the following person to do so (please advise these individuals that a photo ID will be required before Lake Metroparks staff will release your child):

Name Relationship Phone

Name Relationship Phone

X
Signature of parent/guardian Date

Media Release

I give my permission for Lake Metroparks to use photographs or similar media of my child for purposes of publicity and/or publications solely to promote Lake Metroparks and its programs.

X
Signature of parent/guardian Date

Field Trip Permission

I give my permission for my child to participate in all the offsite activities associated with the camp for which I have registered my child.

X
Signature of parent/guardian Date

Camp Rules/Behavior Agreement

I, on behalf of myself and my minor child, agree to follow the rules of Lake Metroparks and its staff during my minor child's participation in Lake Metroparks camps. I understand that any child exhibiting behavior that may cause harm to themselves, other campers or camp staff will be asked to leave the program without a refund. These behaviors include, but are not limited to, hitting, kicking, biting, sexual harassment and/or possessing weapons or illegal substances.

X
Signature of parent/guardian Date

Camp Waiver

The undersigned, our administrators, executors, successors and assigns do hereby forever release and discharge the Lake Metroparks, its agents, employees, board of directors, officers and administrators from any and all liability which may arise from the participation in a camp at Lake Metroparks. It is further understood and agreed that the Lake Metroparks, its agents, employees, board of directors, officers and administrators have made no representations other than the definition of Lake Metroparks camp activities. It is further understood that the undersigned, our administrators, executors, successors and assigns shall save harmless the Lake Metroparks from any claims, demands, causes of actions, suits at law or in equity which may be brought against the Lake Metroparks as a result of Lake Metroparks camp activities by the undersigned. It is further agreed that, the undersigned, on behalf of the minor child and/or children, shall hold harmless the Lake Metroparks, its agents, employees, board of directors, officers and administrators from any claims, demands, causes of actions, suits at law or in equity which may be brought against the Lake Metroparks, its agents, employees, board of directors, officers and administrators as a result of participating in said Lake Metroparks camp by the undersigned or their minor children.

X

Signature of parent/guardian **Date**

Part one OR Part two must be completed:

Part one (to grant consent)

I hereby give consent for the following medical care providers and local hospital to be called:

Doctor Phone

Dentist Phone

Medical specialist Phone

Local hospital Phone

In the event reasonable attempts to contact me at above phone number or the other guardians at the above phone number have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by the above named doctors or above named preferred dentist, or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to the above preferred hospital or any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

X

Signature of parent/guardian **Date**

Part two (refusal of consent) *DO NOT complete Part two if you have completed Part one*

I DO NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish Lake Metroparks authorities to take no action or to:

X

Signature of parent/guardian **Date**



LAKE METROPARKS

Day camp extended hours guidelines

1. If there is an emergency and you will be up to a half-hour late in picking up your child, please call one of the numbers listed below:

Lake Metroparks Farmpark 440-256-2122 or 800-366-3276

Environmental Learning Center 440-668-6408

Fairport Harbor Lakefront Park 440-639-9972

Nature camps 440-537-4928 (Children's Schoolhouse Nature Park, Chapin Forest Reservation & Astronaut in Training Camp)

The Nature Experience Camp 440-487-0682

Nature Fun Camp 440-862-1022

Kevin P. Clinton Wildlife Center 440-465-2466

Ranger Department Dispatch 440-354-3434

2. You will be invoiced \$10 for every 15 minutes past 5:30 p.m.

3. Due to the scheduled closure rules for the buildings and for the safety of both your child(ren) and the camp counselor a Ranger will be called for assistance after 6 p.m.

4. Doors do not open for morning extended hours until 7:30 a.m. No exceptions. Please do not leave your child unattended at any of our facilities.

5. Children will only be released to the person designated on the sign-in sheet. Children may not be released to caregivers who have consumed alcohol.

6. Lake Metroparks staff will provide quiet activities for your child(ren) during extended hours. These may include "G" rated videos, board and children's card games and quiet reading time. Extended hours are provided as a public service for our campers, it is not intended to be an extension of our camp program.

Detach and return bottom portion

I have read and agree to abide by the guidelines for extended hours as written above.

Child's name

X

Signature of parent/guardian

Date

**LAKE METROPARKS
EXPLORE THE BEACH CAMP
PARENT / GUARDIAN MANUAL**

The Explore the Beach Camp is located at:
Fairport Harbor Lakefront Park
301 Huntington Drive, Fairport Harbor, OH 44077
440-639-9972

Hours of Operation

The Explore the Beach Camp is in session Monday through Friday, from June through August, from 9 am to 3 pm, with extended hours in the morning from 7:30 to 9 am, and evening from 3 to 5:30 pm. Program meets at the east pavilion near the concession stand.

Program Philosophy

The Lake Metroparks Explore the Beach Camp program offers quality recreation and leisure activities for school-age children (ages 6 to 11) at Fairport Harbor Lakefront Park. Staff to camper ratio is 1 to 10.

The focus of the camp is to provide children with a variety of activities to help them develop to their fullest potential – mentally, physically and socially, and to provide a safe and caring environment.

Admission Policy

Enrollment is based on a first-come, first-serve basis. Parents/guardians must register their child(ren) through the Lake Metroparks Registration Office, located at Concord Woods, 11211 Spear Road, Concord Twp., OH 44077, 440-358-7275.

Lake Metroparks does not discriminate in enrollment of children based upon race, color, religion, sex, or national origin.

The Explore the Beach Camp is NOT a drop-in program. All children must pre-register and prepay fees a minimum of one day in advance of participation (provided space is available).

A child's continued enrollment is conditional on the parents' and child's adherence to all the policies and procedures of the program.

Fees

- Fee is \$25 per day. The extended child care is \$3 per child for am (7:30 to 9 am) and \$5 per child for pm (3 to 5:30 pm).
- Fees are due by 4 pm prior to the day the child will participate(if space is available).
- Payment can be made by cash, check, or credit card.
- Payments are to be made by parent or guardian to the Lake Metroparks Registration Office at Concord Woods, 11211 Spear Road, Concord Twp., OH 44077. **No payments will be accepted by the staff of the Explore the Beach Camp.**

Cancellation / Refund Policy

1. A refund will be given if the Registration Department is notified by the participant at least 72 hours prior to the start of Explore the Beach Camp.
2. With less than 72 hours notice, a transfer will be allowed to another day provided the Registration Department is notified by the participant by 4 pm the day prior to the scheduled day, including weekends. Voicemail is available on weekends 24 hours a day.
3. Failure to attend camp will be considered a forfeiture of all money paid.
4. Contact the Lake Metroparks Registration Department at 440-358-7275 or 800-669-9226.

Food

Please pack a lunch with your child. Please also pack an extra drink and snack for the afternoon. You may send a small amount of cash if you wish your child to be permitted to buy a treat at the concession stand.

Departure

Parent or Guardian is responsible to come to the Explore the Beach pavilion near the concession stand and sign their child(ren) out. A staff member must be notified of the child's departure.

Children can be released only to those individuals the parents have designated. Absolutely no exceptions will be made without prior written or verbal communication with the parent or guardian.

PARENTS MUST PICK UP CHILDREN BY 3 PM UNLESS THEY ARE SIGNED UP FOR EXTENDED CARE. THERE WILL BE A \$10 LATE FEE STARTING AT 3:05 PM AND EVERY 15 MINUTES THEREAFTER. YOU WILL BE CHARGED FOR LATE PICKUPS. FOR CHILDREN ENROLLED IN THE PM EXTENDED CARE, THE SAME RULE APPLIES BEGINNING AT 5:35 PM. A LAKE METROPARKS RANGER WILL BE CALLED AT 6 PM.

After three (3) late pickups, Lake Metroparks has the right to ask you to withdraw your child from the program.

Communication and Parent Participation

Parents will be kept informed with information sent and/or e-mailed home. Daily communication at pickup is encouraged.

Parent-staff conferences are available upon request. Parent(s) or guardian(s) who are in need of assistance with problems that may occur in any aspect of the program should try to discuss and resolve the problem with the counselor or camp director.

The Communicable Disease Policy

1. No staff member shall attend the program if they exhibit signs of a communicable disease. Lake Metroparks reserves the right to request a physician's note for staff member to return to work.
2. A staff member is available to observe all children upon entering the camp. Staff will notify the parent or guardian of a child's condition when a child has been observed with the signs and symptoms listed on the chart below.
3. A child who has been suspected of a communicable disease shall be isolated and sent home. The child will be within the sight and hearing of an adult. No child shall be left alone or unsupervised.
4. The child will be re-admitted to the program after illness when the parent and staff feel he/she is well.
5. Parents of other children in the camp will be notified of exposure and communicable disease verbally.
6. We do not administer special diets, medicines, vitamins or fluoride supplements.

Isolate and send home:

- | | |
|---------------------------------|--------------------------------------|
| 1. Diarrhea (more than 1 time) | 7. Infected skin patches |
| 2. Severe coughing (whooping) | 8. Stiff neck |
| 3. Difficult or rapid breathing | 9. Unusual spots/rashes |
| 4. Yellow skin or eyes | 10. Sore throat/difficult swallowing |
| 5. Conjunctivitis (pink eye) | 11. Vomiting (more than 1 time) |
| 6. 100° F. temperature | 12. Lice, scabies, or parasites |

Observe:

1. Minor cold symptoms
2. Not feeling well enough to participate

Procedure:

A mildly ill child may be observed within the group for worsening conditions. Decisions regarding discharging a child will be made by staff and parent.

Safety, Supervision and Transportation Policies

1. No child shall ever be left alone or unsupervised.
2. The policy governing the departure of children from the Explore the Beach Camp is that the child is to be picked up by a parent or legal guardian ONLY unless written or verbal permission is given to the staff.
3. Staff members have immediate access at all times to a working telephone within the concession stand at the beach.
4. In the event that a child needs emergency transportation, an EMS is available.
5. A Lake Metroparks staff member shall immediately notify public children's services when a staff member suspects that a child has been abused or neglected.
6. In the event of an emergency creating a need for medical or dental attention, the staff will follow the following procedures:
 - a. Administer First Aid
 - b. Call for emergency transportation
 - c. Notify parent. If unavailable, staff will obtain information on child's health form and contact those persons listed.
7. In the event of a minor incident or injury, First Aid will be administered, then the parent will be notified.
8. If a minor scrape or bruise occurs, the necessary First Aid will be given and the parent notified of the incident upon pickup of the child.
9. All accidents will be reported in a First Aid log. Parents will be asked to read and initial the log if their child is injured.
10. Children will wear a wristband to identify them as a participant in the Explore the Beach Camp. Parents may also request a second red wristband signifying that their child is required to wear a PFD for all water play.

Note: It is important to state that serious accidents very rarely occur, and the above procedures are a precautionary measure to provide maximum protection for the children.