

**LAKE METROPARKS  
BEACH ADVENTURE CAMP  
PARENT / GUARDIAN MANUAL**

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

**Hours of Operation**

The Beach Adventure Camp is in session Monday through Friday, from June through August, from 9 am to 4 pm, with extended hours in the morning from 7:30 to 9 am, and evening from 4 to 5:30 pm. Program meets at the white tent by the parking lot behind the concession stand.

**Program Philosophy**

The Lake Metroparks Beach Adventure Camp program offers quality recreation and leisure activities for school-age children (ages 5 to 10) at Fairport Harbor Lakefront Park. Staff to camper ratio is 1 to 12.

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 Visitor Services, 11189 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 Beach Adventure Camp is NOT a drop-in program. All children must pre-register and prepay fees a minimum of one day in advance of participation.

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 \$18 per day or \$75 per week per child. The extended child care is \$3 per child for am or pm, \$5 per child for both.
- Fees are due by 4 pm prior to the day the child will participate.
- 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 Visitor Services, 11189 Spear Road, Concord Twp., OH 44077. **No payments will be accepted by the staff of the Beach Adventure 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 Beach Adventure 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 or provide them with money for the Fairport Harbor Lakefront Park concession stand.

## **Departure**

Parent or Guardian is responsible to come to the BAC tables behind concession by the parking lot 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 4 PM UNLESS THEY ARE SIGNED UP FOR EXTENDED CARE. THERE WILL BE A \$3 LATE FEE STARTING AT 4:05 PM AND EVERY 15 MINUTES THEREAFTER. YOU WILL BE BILLED FOR LATE PICKUPS. FOR CHILDREN ENROLLED IN THE PM EXTENDED CARE, THE SAME RULE APPLIES BEGINNING AT 5:35 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 mailed home. Daily communication at pickup is encouraged.

Parents are welcome to visit any time during the program. 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 instructor or program supervisor.

## **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 Beach Adventure 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 help identify them as a participant in the Beach Adventure Camp.

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.

## **Inclement Weather Policy**

In the event of inclement weather, Beach Adventure Camp will be relocated to Painesville Township Park Community Center, 1025 Hardy Road, Painesville Twp.

- 1) Please drop off your camper no later than 9:30 am at Fairport Harbor Lakefront Park. You will be notified on that day if we are relocating.
- 2) If you cannot arrive before 9:30 am please drop your camper off at the Painesville Township Park Community Center after 10:00 am.
- 3) We will provide transportation to the Community Center but it is your responsibility to pick up your camper at the end of the day as we will not be transporting them back to the beach.
- 4) We will be using Lake Metroparks transportation vehicles or Willo Transportation if a Lake Metroparks vehicle is unavailable.
- 5) If Lake Metroparks does not have permission to transport your child from Beach Adventure Camp to Painesville Township Park Community Center or you are not driving them yourself, then camp is not available to you that day. The Refund/Transfer policy will then become effective which states that a refund or transfer to another day would apply.

