**2021**

 **Parent Handbook**

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**Welcome to Explorer Camp 2021!**

We are excited that your camper will be joining us for a

fun filled break in the park. This handbook was developed as a reference guide for our camp policies and procedures. Please note that additional policies and procedures may be added as needed. You will be notified via email of any updates or changes to our Camp Procedures.

**Contact Information**

**Camp Director:**

Melissa Thompson

mtthompson@avonfd.org

317-745-0785 extension 424

**Park Website for Camp Information & to Register:**

www.washingtontwpparks.org

**Pavilion Center Office:**

317-745-0785

435 Whipple Lane

Avon, IN 46123

Hours: Monday-Friday 8:00am-4:30pm (Closed on weekends)

**Explorer Camp Facebook Page**.

This is a private camp parent fb page monitored by park staff.

**Remind App**

Text to 81010 message @wtpk to receive text notifications

**MISSION**

Explorer Camp, formerly know as Avon Kids Camp is a nonprofit, day camp for kids in Washington Township and the surrounding community for ages preschool to middle school. We believe that the camp experience is essential to every child’s growth with the positive impact of unstructured play, being physically active and in nature. We provide an inclusive space where campers can find their place in nature, explore, take risks, embrace their unique selves, grow relationships with peers and staff, learn new skills, build resilience and be inspired at camp.

**Registration & Enrollment**

Payment and enrollment for each session is done through our online registration system at. <http://www.washingtontwpparks.org/registration.html>

The Park Office is open Monday-Friday 8:00am - 4:30 pm. We are closed on weekends. Payment can be made with credit card (Visa, Master Card, or Discover only) or by check. Please make checks payable to Washington Township Parks. ALL PAYMENTS must be made online or in the office. You will not be able to drop off your money with your camper.

**Registration is open until 8pm on Friday for the following week of camp.  A $5 fee will be added for each late registration day. The Camp Director can deny late registration due to lack of staff and supplies.**

**Session Enrollment Fees**

Single Full Day $30

Half Day Rate $15 (Summer Only)

Weekly Rate $150

**Cancellation/Refund/Credit Policy**

Please notify the Camp Director by email with any cancellations.

Full Refund- you must notify the Camp Director by email at least 10 business days ahead of time if you plan on not having your camper attend the day(s)/week(s) for which they are currently enrolled.

Household credit –(credit to your account to use towards future camp days) you must notify the Camp Director by email at least 24 hours prior to your child not attending camp.

A camp credit will be given to campers who arrive at camp and have a temp of 100.0F and are sent home. Any campers who show signs of COVID 19 during the camp day and are sent home will not receive a credit or refund. Campers who do not attend camp for more than 3 consecutive days due to COVID 19 symptoms will receive a camp credit for days missed. All other absences will follow our normal refund policy. The Camp Director and/or Park Director can modify the refund policy as they see fit as it pertains to individual circumstances. If your child has a temp over 100.0F more than 3 times over a 10-day time span then you will need to have the child tested for COVID 19 and show the test results to the Camp Director before you child can return to camp.

**Late Pick-Up Fee**

If it becomes apparent that tardiness is a reoccurring issue during pickup, the Director will notify you to discuss late fee assessments. Parents will be charged $1 per minute should late pickups continue. In the event of 5 or more late pickups the Camp Director can request removal from camp.

**Drop-Off/Pick-Up Locations**

Summer Camp-Grassy area across from the playground at the upper park

Look for the Pickup/Drop off signs!

Fall Break Camp- Pecar Park 5203 E. CR 150 N Avon

Spring and Winter Camp- Pavilion Center at lower park

**Camp Hours:** Explore camp runs from 7:00am - 6:00pm Monday through Friday. If you will be running late to pick up your camper(s) please notify a staff member by using the Remind App or by emailing the Camp Director at mtthompson@avonfd.org.

**When dropping off a camper late, please use the Remind App to let a staff member know you are dropping off your child. Please do not use the FB page. Counselors will not see it in time.**

**Daily Schedule**

* **7:00am - 9:00am    Drop-off/ Free Choice**
* **9:00am - 9:15am   Morning Meeting/Form Groups**
* **9:15am - 10:15am    Morning Rotation 1**
* **10:15am - 11:15am   Morning Rotation 2**
* **11:15am - 12:00pm   Morning Rotation 3**
* **12:00pm - 1:00pm    Lunch/Free-Time**
* **1:15pm - 2:15pm    Afternoon Rotation 1**
* **2:15pm - 3:15pm    Afternoon Rotation 2**
* **3:15pm - 3:30pm    Afternoon Snack**
* **3:30pm - 4:30pm    Afternoon Rotation 3**
* **4:30pm - 6:00pm    Pick-up/Free-Time**

**Daily Activities**: A weekly theme will be determined andtime blocks are prepared prior to camp outlining games, crafts and activities that will take place on a daily basis. Every forty-five minutes to an hour of the day is identified with a specific activity geared to providing a positive camp experience. To ensure proper supervision and age-appropriate activities, campers will be divided into groups by age

**Prevention at Camp From COVID 19:**

We will be implementing several new policies to assure that we are doing everything in our power to lessen the spread of germs at camp.

**Drop off:** Parents will be dropping off using our drive through service. Cars will pull up to the drop off area by the grassy area across from the playground where a counselor will come to your car window and ask the parent/guardian questions about fever and cough. Counselors may check the camper’s temperature using a forehead thermometer.

**During lunch**: Campers will stay with their groups of 10 and have a picnic style lunch throughout the park with their counselor. Lunch time will also be cleaning time to sanitize all equipment that has been used by staff and campers including bathrooms, shelters and the playground.

**Pick up**: Pick up will occur just like drop off at the grassy field where we can we spread out. Parents will pull up to the pickup area and a counselor will get your child, sanitize their hands and load then into your car. All campers must have a parent/guardian check them out with the checkout counselor at the checkout location. Parents must show their pickup card or ID to the checkout counselor before leaving. We want to be 100% positive when a child leaves our care that he/she is leaving with the correct person. If a guardian is not able to pick up a camper or a camper needs to be picked up early, please notify the counselor at drop-off. You may also email the Camp Director or use the Remind App.

**Counselors:** Camp will consist of our Lead Counselor in addition to our qualified counselors to care for your child. All Camp Staff are First Aid and CPR certified. Avon Kids’ Camp follows the American Camp Association’s 1:10 guideline for counselor/camper ratio.

**Camp Attire:**

* Campers should wear clothing that is durable and comfortable and appropriate for the weather. Gym shoes are recommended. No open toed shoes
* For Summer Only-Campers should wear their camp shirt each day. Each camper receives one shirt with registration. Last year’s camp shirt will be accepted or any bright blue shirt. Extra t-shirts are available for an additional charge of $10.
* A hat is highly recommended.
* Campers get dirty and wet (would anything other than this response equate to FUN?!) so please send extra clothing/shoes in case your child needs to change and a plastic bag to store wet items.
* If you have a special event taking place directly after camp that day, we recommend that you send clothing for your camper to change into at the end of the day.
* Please apply sunscreen and bug spray on your camper before coming to camp. Counselors will reapply, as necessary.

**Daily Personal Items:**

* Campers who are enrolled full day should bring a lunch in a marked bag or container. If items need to remain cold, place icepacks within the lunch. An afternoon snack will be provided. Children with special diets can bring special foods as needed. If there is a food allergy, please tell a counselor at check in each day.
* Campers should bring a refillable water bottle. Water refills will be provided throughout the day.
* Swimsuit, towel and sunscreen in case we play in the creek or splash pad. (Summer Camp only)

Camp offers a wide range of activities. Please leave any electronic items at home including cell phones. Washington Township Parks & Recreation Department is not responsible for the loss or damage to these items if brought to camp. Please help us to provide our campers with a proper outdoor learning classroom!

**Camp Communications**: In the summer, a weekly newsletter will be posted on the Facebook page and on the Remind App. with information detailing the upcoming camp week, including any special items campers should bring on certain days. Every effort will be made to adhere to the activities listed; however, occasional changes may be made to improve the quality of the camp experience. These newsletters will be posted on Fridays. In order to receive these newsletters you must be signed up the Thursday before each week, by 4pm.

Daily communication about late drop off/early dismissal can be communicated to the Camp Director and counselors by using the Remind App. To register for the Remind App:

Text to 81010 message @wtpk to receive text notifications

Instructions will be given to parents in the weekly newsletter and can also be picked up at drop off each day.

**Special Events & Guests:** Each week we will try to have special guests and events going on during camp. Special activities will be identified on the newsletter. Some speakers or events may not be announced until the week prior.

**Equal Access:** No eligible participant shall, on basis of race, sex, creed, sexual orientation, national origin or disability be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or opportunity. Upon registration or entry into the program, the parent/guardian will be solicited for information regarding special accommodations needed.

**Illness/Injury:** Camp staff will care for minor bumps and bruises and notify parent/guardian immediately through our online Injury Report sent by email.

Parent/Guardian will be notified immediately if a camper becomes ill or sustains an injury of a serious nature. Please do not bring your child to camp if they feel ill, or have had a fever, constant cough, vomiting or diarrhea in the last 24 hours. Please do not bring children who have lice or are injured to the extent to where they cannot participate in activities without the possibility of further injury. Children with a fever or constant cough will be sent home immediately. Parents will be given 45 mins to pick their sick camper up from camp.

**Administration of Medication:** If possible, avoid bringing medications to camp by arranging the time of dosage so the camper receives medication at home. If campers **do** need to take medication, please give the medication to a counselor at drop off and make sure medication has the campers name and instructions attached along with the Medication Consent Form.

**Sunscreen and Insect Repellant:** Sunscreen and insect repellent provided by parent/guardian may be left at camp for the camper’s use. It must be in the original container labeled with the camper’s name. Campers should have sunscreen applied before arriving to camp. Counselors will reapply as needed throughout the day.

**Inclement Weather Plans:**

 **Heat Advisory:** In the event of a heat advisory, the campers will be in or around the Red Barn or Pavilion Center. This provides campers the opportunity to have cool air when it gets hot. Frequent breaks will be taken to avoid any heat-related illnesses and water will be available to campers throughout the day. End of the day pick-up location will be sent through the Remind App if there is a heat advisory.

 **Thunderstorms**: In the event of a thunder or electrical storm, the campers will be in the Red Barn or Pavilion Center. Let it be noted that children may be allowed to play in the rain when thunder and lightning are not present. End of the day pick-up location will be sent through the Remind App if there is a lightning storm.

**Unauthorized Departure:** In the event a child leaves or runs away from the camp program without authorization the following steps will be taken.

1. Staff will encourage the child to return voluntarily.
2. If the child leaves camp grounds Avon Police will be notified to locate the child
3. A Parent/Guardian will be notified.
4. A behavior incident report will be completed, and
5. Repeat occurrences may result in suspension or termination from the camp program.

**Camper Rules**

* Respect and obey all counselors and camp staff.
* Respect the park and park property.
* Obey all playground and parks rules.
* No writing on park equipment.
* No running in the shelters.
* Do not sit or stand on picnic tabletops.
* Keep your hands and your feet to yourself.
* No throwing sand, rocks or any other item not meant to be thrown.
* Be respectful of other campers - name calling or bad language will not be permitted.
* Respect all camp property and equipment.
* Sports equipment may only be used for its intended purpose.
* Return all camp equipment to its proper location after you are done using it.
* Pick up any trash before leaving an activity area (crafts, sports equipment, lunch, etc.).
* Stay in your group’s designated area. Please do not take restroom breaks without permission from your counselor.
* Weapons of any kind are not allowed at camp.
* Do not talk to strangers. Tell your counselor immediately if you are approached by a stranger.
* Do not bother animals or their homes. Do not feed animals.
* Be respectful of everyone, including those who are not in camp such as park staff or other park users.

Please make sure your child has a full understanding of the rules and consequences before the first day of camp. Counselors will review rules with campers on Monday mornings and as needed.

**Note: Each camp group may have additional rules.**

**Campers are responsible for learning and following these rules.**

**Camp Behavior Management Policy**

Our camp behavior management will consist of using the time out system. First offense, campers are given a verbal warning. Second offense, campers are pulled from the activity in time out. Third offense, camper will be sent to see the Camp Director or Park Director and will help with an unpleasant task such as picking up trash around the park or helping to clean up an extra messy activity. An incident report will be sent to the parent. Fourth offense, parents are called, and camper is sent home.

**The Washington Township Park Director reserves the right to remove any child from camp if he/she feels that they are a direct threat to any staff member or participant in the program.**

**Any verbal or physical abuse of any staff member or camper by a camper or parent/guardian will result in immediate dismissal.**

**The following pages will need to be returned to the office**

**before the start of camp if not completed online.**

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I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read and understand all of the information that I have read in the Kids’ Camp Handbook. I will follow all of the rules and regulations laid out in the handbook during my child’s time at Kids’ Camp

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Parent/Guardian Name Date

**Additional Information:**

Children’s Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EC Relation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EC Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Pick Up List (Name must appear exactly how it appears on Drivers Li-cense)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Phone

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Phone

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Phone

Allergies/Special Needs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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OtherInformation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Behavior Agreement**

Parents: Please take a moment to review the following agreement with your camper. **Signify that you both understand and agree by initialing the boxes and signing below.** This form must be returned with the camp application and payment in ordered to be processed.

□ I will arrive and remain at camp with a positive attitude, open to meeting new people and trying new activities.

□ I will work with my counselors and fellow campers towards creating an environment that is safe and welcoming for each of us.

□ I understand that doing intentional harm or bullying another camper, either physically or emotionally is grounds for dismissal.

□ I understand that although I may be able to solve some conflicts on my own, the counselors are always ready to listen and assist if there is a problem. I understand that my counselors and all of the camp staff need and want to help but can only do so if I am willing to share any concerns that I have with them.

□ I will remain with my counselor and partake in the activities of my session as required.

□ I will use appropriate language and understand that the use of excessive, deliberate, profane language will not be accepted.

□ I will leave my cell phone and other electronic devices at home. I understand that if there is an emergency the camp staff will be happy to allow me to use the phone and will pass on any urgent messages from home.

□ I will be respectful of the property and personal space of other campers and camp staff.

□ I will not possess smoking materials, lighters, matches, illegal drugs, alcohol, or weapons of any kind on Park property.

The Washington Township Parks and Recreation Department operates on a four-strike policy. The first infraction will result in a verbal warning. The second infraction will result in suspension from participating in the current activity. A third infraction will result in a conference between the camper (s), Camp Director or Parks Director (if needed) and a behavior report filled out and emailed to camper’s parent/guardian. A fourth infraction will result in the parents being called and the camper being removed from camp for a determined time

-Refunds are not given for any camper who is sent home/removed from the program for disciplinary reasons.

A zero-tolerance policy is enforced in regards to Physical Aggression. Any camper who commits an act of physical aggression against another camper, staff member, or anyone else will be removed from camp. As a parent, you will be responsible for picking up your camper within an hour of the decision to dismiss your child from camp. Depending on the act of aggression, your child may not be able to return to camp for the remainder of the program.

By signing below, I am stating that I have read and agree to abide by all policies contained within the behavior agreement. I certify that I have discussed all the policies, and their meanings and consequences, with my child(ren).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Print Parent Name /signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Print Camper Name/signature Dat**e**

**Picture Release Form**

I hereby authorize the Washington Township Parks and Recreation Department (WTPR) to use my child’s photo or video image(s) in its web site, newsletter, or any other publication. WTPR may also distribute the image to newspapers, televisions or other media for use in stories or news items pertaining to WTPR. I acknowledge that only WTPR is authorized to use the image(s). I am not giving my authorization for use of any image by any other organization. WTPR may not sell the image. I understand that I may revoke this authorization at any time, except to the extent that action based on this authorization has already been taken. I hereby release and hold harmless WTPR and its department from any legal or responsibility or liability for disclosure of the images. If the person whose image is being used is under 18, this authorization must be signed by a parent or guardian.

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| Picture Release Signature (Required):  |  |

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| Washington Township Parks and Recreation Program RegistrationWaiver/Release and Emergency Treatment Permission |

**Waiver/Release of All Claims and Emergency Treatment Permission**

Please read this form carefully and be aware that by signing this form and participating in programs you requested through Washington Township Parks and Recreation Department Online Registration process that you will be waiving and releasing all claims for injuries you or your children might sustain arising out of these programs.

**Release and Hold Harmless Agreement**

As a participant in this Washington Township Parks and Recreation Department program, I recognize and acknowledge that there are certain risks of injury and I waive and relinquish all claims I or my children may have as a result of participating in this program against the Washington Township Parks and Recreation Department and its officials (either elected or appointed), commissioners, officers, agents, employees, and volunteers. I further agree to indemnify, hold harmless and defend the -Washington Township Parks and Recreation Department and its officials (either elected or appointed), commissioners, officers, agents, employees, and volunteers from and against any and all claims, suites of cause of actions, including reasonable attorney's fees, sustained or caused by myself or my children arising out of, in connection with, or in any way associated with the activities of this program.

I give my child permission to participate in this program, and on the child's behalf as parent and/or legal guardian I hereby waive, release and forever discharge any and all claims against the Washington Township Parks and Recreation Department and its officials (either elected or appointed), commissioners, officers, agents, employees, and volunteers for damages and/or injuries which may arise from any child's participation in this program.

**Emergency Treatment Permission**

I understand that a minor may not be treated, even in an emergency situation, except when, in the opinion of the attending physician, life is in the balance. Consent of a parent or legal guardian is necessary for unmarried minors (under 18) except in such cases. Written consent is required for all other treatment.

Accordingly, as a parent and/or guardian, I do herewith authorize the treatment of the minor enrolling in this program in the event of a medical emergency, including administration of first aid, as appropriate, and further agree that I will be responsible for payment of any and all medical services rendered. I understand that the -Washington Township Parks and Recreation Department does not provide medical insurance for program participants.

I agree that any person or entity, including any doctor, or healthcare provider, may rely on a photocopy of this document the same as if it were an original.

**Coronavirus / COVID-19 Warning & Disclaimer**

Coronavirus, COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a mean to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in park programs or accessing park facilities could increase the risk of contracting COVID-19. Washington Township Parks and Recreation Department in no way warrants that COVID-19 infection will not occur through participation in park programs or accessing park facilities.

**Acknowledgement**

I have read and fully understand the registration policies, the "Release and Hold Harmless Agreement" and the "Emergency Treatment Permission". This release and medical authorization form is completed and signed of my own free will even though I understand it is a requirement for participation in this program. I represent to the-Washington Township Parks and Recreation Department that I am familiar with the program and its physical demands and I attest and verify that the participant, whether myself or my child is physically fit for this program.

|  |  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent or Legal Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DateList of Children Participating in the Program: |  |

**2021 Camp Dates**

**Spring Break Camp**

**Week 1 March 22-26**

**Week 2 March 29-April 2 -**

**Summer Break Camp**

**Week 1 June 1-4** **Week 2 June 7-11**

**Week 3 June 14-18** **Week 4 June 21-25**

**Week 5 June 28-July 2** **Week 6 July 5-9**

**Week 7 July 12-16** **Week 8 July 19-23**

**Week 9 July 27-28**

**Fall Break Camp Winter Break Camp**

**Week 1 October 11-15 Week 1 December 20-23**

**Week 2 October 18-22 Week 2 December 27-30**

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**Washington Township Park**

www.washingtontwpparks.org

**Physical Address:**

435 Whipple Ln

Avon, IN 46123

**Office:**

317.745.0785