

# WILLOWICK RECREATION



SUMMER DAY CAMP  
PARENT MANUAL  
2019



# WILLOWICK RECREATION DEPARTMENT

*Richard J. Bonde Activities Center at Manry Park*

*30100 Arnold Dr.*

*Willowick, OH, 44095*

*440-516-3011*

April 23, 2019

Dear Parents, Grandparents, & Guardians:

On behalf of the Willowick Recreation Department, we would like to welcome you and your child to our Willowick Summer Day Camp! Our camp setting creates a fun, safe environment where children are encouraged to explore and develop new interests. New relationships will turn into lifelong friendships; new experiences will build lasting confidence. Stories, laughter, and excitement... This is Willowick Summer Day Camp!

The Willowick Day Camp staff is comprised of certified teachers, and responsible young adults going into teaching and other related fields that cater to working with children. Rest assured that your child is in good hands and will have safe and enjoyable experiences!

In order to succeed in our mission, we ask that you thoroughly review all of the information in this handbook along with your child, prior to your child starting camp.

We look forward to seeing you this summer! If you have any questions or concerns, feel free to contact us at the Recreation Department at Manry Park, or e-mail [jkless@cityofwillowick.com](mailto:jkless@cityofwillowick.com) and [sritchey@cityofwillowick.com](mailto:sritchey@cityofwillowick.com).

Sincerely,

  
\_\_\_\_\_  
Julie Kless  
*Director of Recreation*

  
\_\_\_\_\_  
Scott M. Ritchey  
*Program Coordinator*

**Camp Locations:** Campers ages 5-6 and 10-12 will attend camp at Manry Park located at 30100 Arnold Dr. Campers ages 7-9 will attend camp at Dudley Park at 31500 Willowick Dr.

- *Dropping Off campers, that are not authorized to walk/ ride their bike to and from camp by themselves, **must be checked into the designated camp by the parent/ guardian.** 5-6 year olds are checked-in at the Manry Park Activities Center Meeting Room, 7-9 Year olds check-in inside the Dudley Park Field House, and 10-12 year olds check-in under the Manry Park Pavilion (Gymnasium during inclement weathers.)*

**Camp Times:** Camp will operate Monday through Friday, from 8:00am to 4:30pm beginning Monday, June 3<sup>rd</sup> and ending Friday, August 2<sup>nd</sup> 2019. **Day Camp will not be held on Thursday, July 4<sup>th</sup>.**

**Before-Care:** Is available beginning at 6:30am for an additional upfront fee of \$150 per resident child (\$175 Non-Resident), for the nine-week program. Before-Care is **not** pro-rated..

**Extended After-Care:** Is available from 4:30pm to 5:45pm for an additional upfront fee of \$150.00 per resident child (\$175 Non- Resident), for the nine-week program. After-care is **not** pro-rated.

**Pick-up:** Only the parent/ guardian and the names that have been written on the Authorized Pick-up/ Release list are allowed to pick-up that child. **Drivers Liscence, or Photo I.D. is required at the time of pick-up,** for release of the camper. *This list can be changed by the parent/guardian at your child's camp site.* Most days the 7-9 & 10-12 year old camps are at open swim, and depending on what time you pick up your camper they may be at the pool.

**Late Fees:** Campers are to be picked up by 4:30. Campers registered for the extended after-care are to be picked up by 5:45pm. **A late fee of \$5.00 will be assessed for every 15 minutes a camper remains at the site.** Likewise, Children not registered for Before-Care will be assessed the same fee being dropped off prior to 7:45am. Invoices for fees will be processed through the Recreation Department.

**Illness:** Willowick Day Camp follows the Willoughby-Eastlake School District guidelines on Communicable Diseases. **\*\*Attached is information regarding Communicable Diseases and the procedures to follow if you child becomes sick.**

**Awareness:** Please make Willowick Recreation Department aware of any special circumstances – in other words; limited participation guidelines, special needs, medications, allergies, family court orders, etc.

**Camp Safety Photographs:** Please provide us with an updated *wallet sized* school photo of your child before the first day of camp. Your child's "safety photo" and personal information will **not** be used in any type of publication or promotional materials. The sole purpose of this photo is to provide important information in the unlikely event there is an emergency.

**Field Trips:** Please see attached trip schedule. Transportation to and from destinations will be provided by *Willo-Transportation*. **Your child MUST wear their camp shirt on days of off-site field trips; shirts will be given out prior to the first trip. Pleae drop your child off before the bus depart time listed! If you choose not to send your child on a specific trip, please DO NOT send your child to camp on that day. No supervision will be provided at the camp site on field trip days.**

-There will be Optional Field trips throughout the summer, transportation will be provided, however cost of the trip will be up to the camper. **Camp staff will be on site for those campers not attending optional field trips** Optional Field trip forms will be given out to the campers after day camp has started.

**Swim Lessons:** For an additional fee, *Learn- to-Swim* lessons will be available for Manry and Dudley campers at the 9:00am class during Session I and II. Session I runs June 10<sup>th</sup> to July 5<sup>th</sup> and Session II runs July 8<sup>th</sup> to Aug. 2<sup>nd</sup>. Lessons will take place Monday - Friday at **Manry Pool** for Manry campers, and at **Dudley Pool** for Dudley campers who have registered. Please have your child arrive at camp in their bathing suit, if they are registered for Learn-to-Swim Lessons. Your child will attend swim lessons daily, unless otherwise notified by the parent/ guardian.

**Sun Screen:** Your child's skin protection is imperative, please make sure to send your child with sun block (labeled) and an extra t-shirt to wear in the pool; this is critical, especially during the first couple weeks. The camp staff will monitor the campers and limit their exposure, as well as remind the campers to frequently re-apply sunscreen. Also, please remember to put sunscreen on your child before they come to camp each day.

**Refunds:** The Recreation Department will not issue enrollment refunds under any circumstances.

**Rainy Days:** The Recreation Department will put forth reasonable efforts to keep camps open in the event of inclement weather. However, the Recreation Dept. reserves the right to cancel camp due to adverse weather conditions. Under those circumstances you will be notified by phone. Please have a rainy day contingency plan available in the unlikely event of camp closing.

**Lindsay's Law:** This Law went into effect in August 2017. It requires all participants and parents to review the information on Sudden Cardiac Arrest. Please turn in the required paperwork that we provided agreeing that you covered the information with your child when dropping them off the first day. Information on Lindsay's Law is available at <https://www.odh.ohio.gov/landing/Lindsays-Law.aspx>.

**Summer Solutions:** By spending time throughout the day with Summer Solutions, students get the practice they need to keep moving forward. It is designed to help students return to school after summer break confident in the skills they've already learned and ready to master new ones. Day Camp for ages 5-6, and 7-9 will set out time throughout the day to review the Summer Solutions with the campers that have signed up for this program. The Summer Solutions book is available for purchase for \$13, ordering information for this program is attached.

**Optional Meal Plan (Manry Camp Only)**

The Campers in the 5-6 & 10-12 year olds at the Manry Park Camp have an option to purchase in advanced the combo meal for lunch. Those meals include either Pizza, Hot Dog, or Chicken Nuggets, side, and a drink. Please refer to the Meal Plan form for additional information and to sign your child up for the lunch program.

**Anti-Bullying Policy:** The Recreation Dept. believes that every individual deserves to be able to come to Day Camp without fear of negative remarks or actions. The harassment, intimidation, or bullying of other campers, staff, or any other individuals will not be tolerated. If you feel your child is ever a victim of bullying, do not wait for it to get better; call or email immediately to investigate and render the situation.

**What to Bring:** **It is recommended that your child's name is marked on their belongings to be visibly identified.** Please dress your child according to the day's weather forecast. Tennis Shoes and socks are required for safety and general play. Sandals are allowed to be worn while at the pool.

A non-refrigerated lunch, snacks, re-usable water bottle, backpack, swim suit, sun screen, Willowick Recreation ID card, and a towel **must be packed daily**. If something is left behind, please have your child check the on-site lost & found or call the Recreation Dept.

**Camp Rules:** To ensure a safe and enjoyable environment for all, the following rules have been adopted:

1. *Campers are prohibited from leaving the camp site during the course of the day, unless parents have notified the camp staff in advance.*
2. *Campers may not enter park buildings without staff permission.*
3. *Campers are to use equipment as directed, and the destruction of equipment is strictly prohibited.*
4. *Campers are prohibited from wearing attire that represents suggestive, disturbing or inappropriate matter. Campers should wear appropriate undergarments.*
5. *Campers may not ride their bikes, skateboards or rollerblades during the camp day. Bicycles can be ridden to and from camp, if given permission by the parent upon registration, but should be secured upon arrival.*
6. *Campers are not permitted in the parking areas of the parks. These areas are heavily congested and can be a safety hazard.*
7. *Campers should wait until the lunch signal before eating their lunch. Please notify the staff if special circumstances arise that require your child to eat at a different time.*
8. *If your child requires medication during the day, please make note on the medical form and notify the Recreation Department office. All medications must be in the proper packaging and RX container, along with Doctors Note.*
9. *Campers are to respect one another and the staff. Inappropriate behavior such as bullying, violence, and profanity will not be tolerated.*
10. *Upon visiting the pool, the campers will abide by the rules governing the pool.*
11. *Proper bus behavior is expected on field trip days.*

**Not Permitted:** toys, cards, music players, video gaming systems, and other electronic devices are **NOT** permitted at camp. The staff has the right to hold these items (they will be returned to the parent.) Please leave all valuable and personal belongings (including jewelry) at home. The Recreation Dept. & its Camp Staff cannot be held responsible for the loss, damage, or theft of personal items.

Cell phones must be turned off and stored with other personal effects; This policy encourages students to enjoy the outdoors and the camp environment, limit exposure to age inappropriate material, and promote communication between campers. Contact the Recreation Dept. if you need to get a message to your child during camp hours.

**There is a zero tolerance policy for any weapons or other dangerous objects that pose a threat to the safety of this camp. The Recreation Department reserves the right to search any persons or their property with reasonable suspicion. If such objects are found parents and/or authorities will be notified, and the child will be removed from camp with no refund or credit.**

**Discipline Policy:** To ensure the safety of your child, the following acts are considered serious and inappropriate.

1. Initiating a fight, bodily harm or bullying another camper or camp staff.
2. Use of lewd, vulgar or inappropriate language or gesture, in the direction of another camper or staff member.
3. Intentional destruction of any property and/or equipment (city or personal).
4. Repeated failure to comply with camp rules.

**The following procedures will be implemented in cases of serious discipline problems.**

1. **First Offense:** Written warning - parent signature required for re-admittance.
2. **Second Offense:** Parents notified by phone & written letter notifying of three day suspension
3. **Third Offense:** Removal from camp – parents notified

**Under certain circumstances, the City of Willowick has the discretion to alter or change the discipline policy for a child depending on the severity of the offense. The City of Willowick will not issue refunds or credits if a child is dismissed from camp due to disciplinary reasons.**

**By registering for the Willowick Summer Day Camp the parent and child are agreeing to adhere by the policies stated in this handbook.**

The Recreation Department and the camp staff look forward to meeting you and your child in the coming summer months. If you have any questions or concerns, please feel free to call the Recreation Department at 440-516-3011.

Sincerely,



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Julie Kless  
Director of Recreation  
[jkless@cityofwillowick.com](mailto:jkless@cityofwillowick.com)



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Scott Ritchey  
Program Coordinator  
[sritchey@cityofwillowick.com](mailto:sritchey@cityofwillowick.com)

## **Communicable Diseases**

Please consult your family's health care provider should your student exhibit signs of illness. To avoid complications, as well as to protect the health of fellow students and staff, students having the following communicable diseases should remain out of school for the specified length of time. Please notify your child's school nurse if your child is diagnosed with any of the following:

### **PINKEYE (Conjunctivitis)**

Incubation: viral- hours to days, bacterial- 24-72 hours. Redness of eye, discharge (watery with viral, often thick or cloudy with bacterial), matted eyelashes, burning, itching. Exclude if eye discharge is noted or until student completes 24 hours of antibiotics if ordered.

### **PINWORMS**

Incubation: 3 weeks to 3 months. Anal itching with disturbed sleep, irritability and local irritation due to scratching. Communicable as long as worms are present. Exclude until adequately treated by physician. Children should wash their hands after toileting and before meals. Do not allow sharing of bed clothing.

### **RINGWORM**

Incubation: Scalp 10-14 days; Skin 4-10 days; Feet unknown. Scalp - scaly patches of temporary baldness, infected hairs are brittle and break. Skin - flat, ring-like rash, inflamed, may itch or burn.

Feet - scaling and cracking of skin especially between toes, blisters may be present, filled with watery fluid. Communicable as long as lesions are present. Exclude until 24 hours of appropriate medical treatment is completed. To prevent spread, no contact sports until lesions disappear.

### **SCABIES**

Incubation: First infestation 2-6 weeks; subsequent 24 hours. Intense itching, especially at night. Burrows under skin resemble wavy lines, often found in space between fingers, on inside of wrist, at elbows, armpits and beltline. May have raised, fluid-filled blisters. Communicable from beginning of infestation through completion of first treatment. Second treatment required in 7-10 days in most instances. Exclude until student and all their household contacts are treated once.

### **STREP THROAT/SCARLET FEVER (Streptococcal Infections)**

Incubation: 1-3 days. Fever, red throat, tender and swollen glands. Symptoms are variable and may begin with headache or stomachache. With scarlet fever, may also have rash on skin and inside of mouth, strawberry tongue. High fever, nausea and vomiting may occur. Communicable until 24 hours of antibiotic therapy is completed. Exclude until 24 hours of antibiotic therapy is completed.

### **WHOOPING COUGH (Pertussis)**

Incubation: 7-21 days, usually 10 days. Cough, worse at night with characteristic whoop developing in 2 weeks. Spells of coughing may end with vomiting. Fever present with watery nasal discharge. Transmitted through direct contact with respiratory secretions of infected person. Communicable 7 days after exposure for as long as 3-4 weeks after onset of whooping in untreated children; 5-10 days after onset of appropriate treatment. Exclude until 5 days after onset of antibiotic therapy or until symptoms have cleared.

### **CHICKENPOX**

Incubation: 10-21 days. Skin rash, which progresses to blisters, then scabs. Eruptions occur in

crops, so all three stages may be present simultaneously. Covered body areas are often most affected. Communicable 1-2 days before rash appears, until ALL lesions have crusted, usually 7 days. May return to school when all scabs are crusted.

### **CROUP**

Incubation: 2-9 days depending on causative agent. Acute respiratory infection involving epiglottis, larynx, trachea and bronchi. May cause respiratory distress ranging from mild to severe. Cough has barking or brassy harsh quality. May notice a high-pitched sound on inhalation. Communicable during duration of disease. Exclude when fever present or if child is uncomfortable. Medical attention is necessary as major complications can occur.

### **FIFTH DISEASE (Erythema Infectiosum)**

Incubation: 4-14 days, usually 12-14 days. Bright red rash usually beginning on face (slapped cheek appearance), spreads to trunk and extremities with a lacy appearance. Generally clears in one week, recurs for up to one month if person gets warm or upset. Communicable 5 days before rash appears and to a lesser extent 2 days after rash appears. Exclusion is not appropriate once diagnosis is known unless child is febrile or uncomfortable. Pregnant women, if exposed, should consult their physician regarding potential risks.

### **HAND, FOOT, MOUTH DISEASE (Coxsackievirus)**

Incubation: 3-6 days. Raised rash, particularly on palms, soles and area around mouth. Progresses to blisters, then scabs. Also causes sores inside mouth, making swallowing painful. Communicable virus found in stool while sores are present and for about one month after they disappear. Oral secretions are infectious while sores are present. Exclude when fever present or if child is uncomfortable. Wash and disinfect or discard articles soiled with nose, throat or fecal discharge. Give careful attention to hand washing after handling these items.

### **IMPETIGO**

Incubation: 2-10 days, occasionally longer. Blister-like, pus-filled bumps which progress to yellowish crusted, painless sores with irregular outlines. Itching is common. Usually found on exposed skin areas. Communicable as long as drainage is present. Exclude from school until 24 hours of treatment by physician completed and sores begin to heal.

### **HEAD LICE**

Incubation: The life cycle is composed of 3 stages: eggs, nymphs, and adults. Under optimal conditions, the eggs of lice hatch in 7-10 days. The nymphal stages last 7-13 days. The egg-to-egg cycle averages 3 weeks. Symptoms include itching, irritation of scalp, and sensation of something moving in the hair. Lice may be seen; they are sesame-seed sized grayish or brown insects. The eggs, or nits, are white to yellow brown in color, and firmly attach to the hair shaft. They are commonly found at the nape of the neck, around the ears, and at the crown of the head. Lice can be communicable as long as live lice remain on the head. Therefore, your child shall be sent home from school and excluded until application of an effective pediculicide – (The American Academy of Pediatrics recommends Permethrin products –NIX) has occurred. Your child must be examined by the School Nurse before returning to the classroom. Please call your School Nurse for further instructions.

–NIX) has occurred.



Please review this handout with your child, sign & return by the first practice

## Sudden Cardiac Arrest and Lindsay's Law Parent/Athlete Signature Form



What is Lindsay's Law? Lindsay's Law is about Sudden Cardiac Arrest (SCA) in youth athletes. It covers all athletes 19 years or younger who practice for or compete in athletic activities. Activities may be organized by a school or youth sports organization.

Which youth athletic activities are included in Lindsay's law?

- Athletics at all schools in Ohio (public and non-public)
- Any athletic contest or competition sponsored by or associated with a school
- All interscholastic athletics, including all practices, interschool practices and scrimmages
- All youth sports organizations
- All cheerleading and club sports, including noncompetitive cheerleading

What is SCA? SCA is when the heart stops beating suddenly and unexpectedly. This cuts off blood flow to the brain and other vital organs. People with SCA will die if not treated immediately. SCA can be caused by 1) a structural issue with the heart, OR 2) an heart electrical problem which controls the heartbeat, OR 3) a situation such as a person who is hit in the chest or a gets a heart infection.

What is a warning sign for SCA? If a family member died suddenly before age 50, or a family member has cardiomyopathy, long QT syndrome, Marfan syndrome or other rhythm problems of the heart.

What symptoms are a warning sign of SCA? A young athlete may have these things with exercise:

- Chest pain/discomfort
- Unexplained fainting/near fainting or dizziness
- Unexplained tiredness, shortness of breath or difficulty breathing
- Unusually fast or racing heart beats

What happens if an athlete experiences syncope or fainting before, during or after a practice, scrimmage, or competitive play? The coach **MUST** remove the youth athlete from activity immediately. The youth athlete **MUST** be seen and cleared by a health care provider before returning to activity. This written clearance must be shared with a school or sports official.

What happens if an athlete experiences any other warning signs of SCA? The youth athlete should be seen by a health care professional.

Who can evaluate and clear youth athletes? A physician (MD or DO), a certified nurse practitioner, a clinical nurse specialist, certified nurse midwife. For school athletes, a physician's assistant or licensed athletic trainer may also clear a student. That person may refer the youth to another health care provider for further evaluation.

What is needed for the youth athlete to return to the activity? There must be clearance from the health care provider in writing. This must be given to the coach and school or sports official before return to activity.

All youth athletes and their parents/guardians must review information about Sudden Cardiac Arrest, then sign and return this form.

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Parent/Guardian Signature

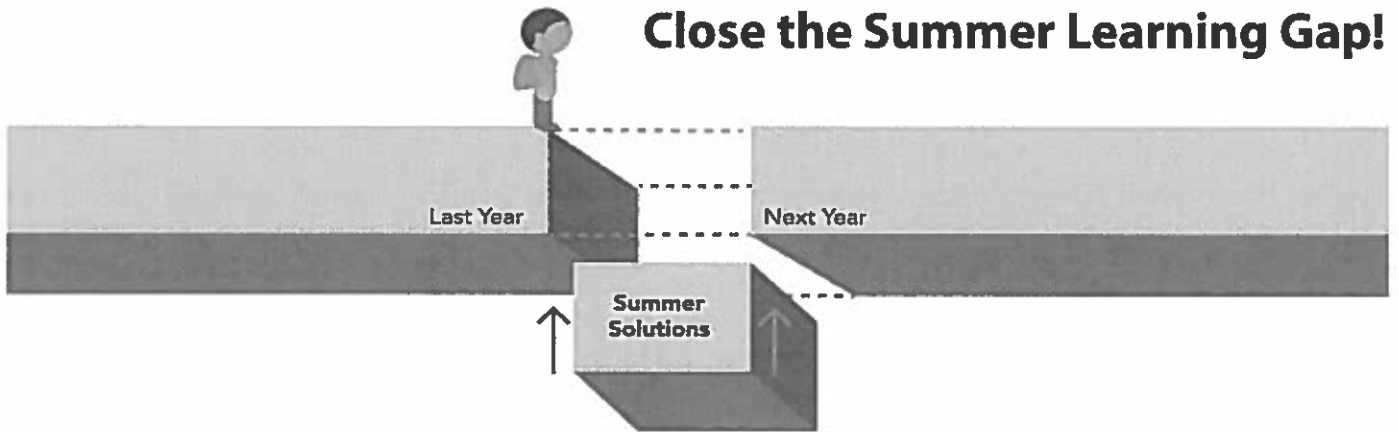
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Student Signature

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Parent/Guardian Name (Print)

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Student Name (Print)

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Date

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Date



**Summer learning loss puts students at a serious disadvantage.** This is when skills and knowledge are lost over the summer months, causing students to move backwards instead of progressing.

By spending just **minutes a day** with *Summer Solutions*, students get the practice they need to keep moving forward. It was designed to help students return to school after summer break confident in the skills they've already learned and ready to master new ones.

**Your child worked hard all year. Make sure that progress sticks. Give your child the advantage of *Summer Solutions*.**

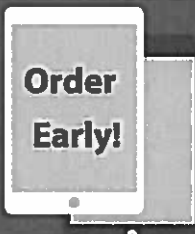
Each book is \$13.00.

School Name: **Willowick Day Camp**

Go to **[www.summersolutions.net](http://www.summersolutions.net)**

To place your order, enter your school code: **WWK44095**

The school code expires on: **June 9, 2019**



Orders placed before May 1, 2019 will be entered in a drawing for an iPad Mini.

(No purchase necessary to enter the drawing.)

For Rules: <https://simplesolutions.org/blog/sweepstakes>