

# **WILLOWICK RECREATION**



SUMMER DAY CAMP

## **PARENT MANUAL**

2024



# WILLOWICK RECREATION DEPARTMENT

*Richard J. Bonde Activities Center at Manry Park*

*30100 Arnold Dr.*

*Willowick, OH, 44095*

*440-516-3011*

February 27, 2024

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! We worked to create an atmosphere of learning and fun for your child. Please review the Camp Manual for some new changes this year including a change in locations and the return of some off site fieldtrips.

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. There are changes to the structure of Day Camp that will peak your child's interest.

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.

Sincerely,

Julie Kless  
Recreation Director

Scott Ritchey  
Program Coordinator

**Camp Locations:** Campers ages 5-6 and 7-8 will attend camp at Manry Park, 30100 Arnold Dr. Campers ages 9-12 will attend camp at Dudley Park, 31500 Willowick Dr.

**Drop Off:** *5-6 year olds are checked-in at the Manry Park Activities Center Meeting Room, and 7-8 year olds check-in under the Manry Park Pavilion (Gymnasium during inclement weather.) 9-12 Year olds check-in inside the Dudley Park Field House.*

**Walkers/ Bike Riders:** If your child is authorized to walk/ ride their bike to & from camp by themselves, please notify the camp if they will not be in on a certain day or leave a message at Manry (440-516-3011) if it is the morning of. If no notification is given, you will receive a phone call after 10:00am, confirming that they have not arrived at camp.

**Camp Times:** Camp will operate Monday through Friday, from 7:30am to 4:30pm beginning Monday, June 3<sup>rd</sup> and ending Friday, August 2<sup>nd</sup>. Please drop your child off prior to 10:00am to fully participate in the daily activities (prior to 9:00am if they are registered for the Learn-to-Swim Lessons). **Day Camp will not be held on Thursday, July 4<sup>th</sup> in Observance of Independence Day.**

**Pick-up:** Only the parent/ guardian and the names that are written on the Authorized Pick-up/ Release list are allowed to pick-up that child. **Driver's License or Photo I.D. is required at the time of pick-up**, for release of the camper. *The parent/guardian at your child's campsite can change this list.* Campers authorized to Walk/ ride their bike home from camp will be released at 4:30pm, unless written documentation from the parent/ guardian states an earlier time.

**Communication:** The Recreation Dept. will send weekly newsletters to your e-mail to recap what happened that week and what to expect in the following week. Please make sure to review this information to prepare your child for the week ahead. Emails will come from [sritchey@cityofwillowick.com](mailto:sritchey@cityofwillowick.com). Please make sure it is added to your "Safe Senders" or check your spam folders if you do not receive this information.

**Late Fees:** Campers are to be picked no later than 4:30pm. **A late fee of \$5.00 will be assessed for every 15 minutes a camper remains at the site.** Invoices for fees will be processed through the Recreation Department.

**Illness:** Willowick Day Camp follows the Willoughby-Eastlake School District guidelines on Communicable Diseases. **\*\*Please visit <https://www.weschools.org/CommunicableDiseases.aspx> for more information\*\***

**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.

**Swim Lessons:** For an additional fee of \$75 (resident) or \$150 (non-resident) / per 4-week session, *Learn- to-Swim* lessons are 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 swim shirt to wear in the pool; this is critical, especially during the first couple of weeks. The camp staff will monitor the campers and limit their exposure, as well as remind the campers to frequently re-apply sunscreen. *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.

**Field Trips:** The Willowick Day Camp will go on offsite field trips. Schedules will be sent out prior to camp beginning. Transportation will be provided by Willo-Transportation, please make sure to arrive prior to the bus leaving.

**Rainy Days:** The Recreation Department puts 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 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 review the required information with your child. Information on Lindsay's Law is available at <https://www.odh.ohio.gov/landing/Lindsays-Law.aspx>.

#### **Optional Meal Plan**

All Campers this year have an option to purchase in advanced, the combo meal at a reduced price for lunch (averaging out to \$3.50/ day). This meal includes an Entrée (Pizza, Corn Dog, or Hot Dog), 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. If your child is bullying any camper, we will call you immediately & give a full written report of the incident. If it would happen again your child will be removed from camp and no refund will be issued.

**What to Bring:** **It is recommended that your child's name is marked on ALL of 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 (Unless enrolled in the meal plan), two small snacks (morning & afternoon), re-usable water bottle, backpack, swim suit, sun screen, Willowick Recreation Membership Tag, 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 Recreation Dept. in advance with the name of an adult who will be picking up the child.
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, with a parents signature on the release form at time of registration, and must 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. There will be Snack time in the morning and afternoon. 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.

**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 social interaction between campers. Please contact the Recreation Dept. at 440-516-3011 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 of three day suspension
3. **Third Offense:** Removal from camp

**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.**

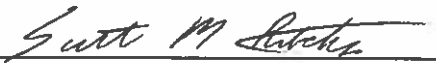
The Recreation Department and the camp staff look forward to meeting you and your child in the coming summer months. If you have any questions or concerns, please feel free to call the Recreation Department at 440-516-3011.

Sincerely,



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





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