



WILLOWICK RECREATION DEPARTMENT

Richard J. Bonde Activities Center at Manry Park

30100 Arnold Dr.

Willowick, OH, 44095

440-516-3011

February 24, 2026

Dear Parents, Grandparents, and Guardians,

On behalf of the Willowick Recreation Department, we would like to welcome you and your child to the Willowick Summer Day Camp! We have worked hard to create a safe, engaging, and fun environment that promotes learning, friendship, and summer enjoyment for every camper.

The Willowick Day Camp staff is comprised of certified teachers, as well as responsible young adults pursuing careers in education and related fields. You can be confident that your child is in capable hands and will experience a safe and positive camp environment throughout the summer.

To ensure a successful camp experience, we ask that you and your child carefully review all information contained in this handbook prior to the start of camp. Understanding these guidelines will help us maintain a safe, organized, and enjoyable program for everyone.

We look forward to seeing you this summer! If you have any questions or concerns, please feel free to contact the Willowick Recreation Department at Manry Park.

Sincerely,

Julie Kless
Recreation Director

Scott Ritchey
Program Coordinator

Willowick Summer Day Camp Handbook

Camp Locations

- **Ages 5–6 and 7–8:**
Manry Park
30100 Arnold Dr.
 - **Ages 9–12:**
Dudley Park
31500 Willowick Dr.
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Drop-Off Procedures

- **Ages 5–6:**
Check-in at the **Manry Park Activities Center – Meeting Room**
 - **Ages 7–8:**
Check-in under the **Manry Park Pavilion**
(*Gymnasium during inclement weather*)
 - **Ages 9–12:**
Check-in inside the **Dudley Park Field House**
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Walkers & Bike Riders

If your child is authorized to walk or ride their bike to and from camp independently:

- Please notify the camp **in advance** if your child will be absent.
 - If it is the morning of, leave a message at **Manry Park: 440-516-3011**.
 - If no notification is received, parents/guardians will receive a phone call **after 10:00 a.m.** to confirm the camper's absence.
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Camp Schedule

- **Days:** Monday–Friday
- **Time:** 7:30 a.m. – 4:30 p.m.
- **Dates:** Monday, June 8 – Friday, August 7
- **Closed:** Friday, July 3 (Observance of Independence Day)

Arrival Guidelines

- Campers should arrive **before 10:00 a.m.** to fully participate in activities.
 - Campers registered for **Learn-to-Swim** must arrive **before 9:00 a.m.**
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Pick-Up Procedures

- Only parents/guardians and individuals listed on the **Authorized Pick-Up/Release Form** may pick up campers.
 - A **valid photo ID** is required at pick-up.
 - Changes to the pick-up list must be made with the parent/guardian at your child's campsite.
 - Campers authorized to walk or bike home will be released at **4:30 p.m.**, unless written documentation from the Parent/ Guardian states otherwise.
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Learn-to-Swim Lessons

- **Fee (per 4-week session):**
 - \$75 (Residents)
 - \$150 (Non-Residents)
- **Session I:** June 15 – July 9
- **Session II:** July 13 – August 6
- **Time:** 9:00 a.m.
- **Days:** Monday–Thursday
- **Friday:** Make-up day for inclement weather

Locations

- Manry Campers: **Martin Pool**
- Dudley Campers: **Dudley Pool**

Campers enrolled must arrive **wearing their swimsuit**. Campers attend lessons daily unless otherwise notified by a parent/guardian.

What to Bring (Daily)

Please label **all belongings** with your child's name.

- Non-refrigerated lunch (*unless enrolled in the meal plan*)
- Two small snacks (morning & afternoon)
- Reusable water bottle
- Backpack
- Swimsuit & towel
- Sunscreen (labeled)
- Extra swim shirt (recommended)
- Willowick Recreation Membership Tag

Footwear:

Tennis shoes and socks are required for safety. Sandals may be worn at the pool only.

Communication

Weekly newsletters will be emailed to parents outlining:

- The previous week's activities
- What to expect in the upcoming week

Emails will be sent from **sritchey@cityofwillowick.com**.

Please add this address to your **Safe Senders** list or check spam folders.

Late Pick-Up Fees

- Camp ends at **4:30 p.m.**
 - A **\$5.00 fee** will be charged for every **15 minutes** past pick-up time.
 - Late fee invoices will be processed through the Recreation Department.
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Illness Policy

Willowick Day Camp follows **Willoughby–Eastlake School District** Communicable Disease guidelines.

For details, visit:

<https://www.weschools.org/CommunicableDiseases.aspx>

Special Circumstances

Please inform the Recreation Department of any:

- Medical needs or medications
- Allergies
- Special needs
- Limited participation guidelines
- Custody or court orders

Sun Safety

- Apply sunscreen **before camp each day**
- Send labeled sunscreen and an extra swim shirt
- Staff will monitor sun exposure and remind campers to reapply sunscreen

Refund Policy

No **refunds** will be issued for camp enrollment under any circumstances.

Field Trips

- Off-site field trips are scheduled throughout the summer.
- Schedules will be sent prior to camp start.
- Transportation is provided by **Willo-Transportation**.
- Campers must arrive before bus departure.
- Schedule will be sent out prior to camp start.

Rainy Day Policy

The Recreation Department will make reasonable efforts to keep camp open during inclement weather.

If camp is canceled, parents will be notified by phone. Please have a contingency plan available.

Lindsay's Law

Parents and campers must review information on **Sudden Cardiac Arrest** as required by Ohio law.

More information is available at:

<https://www.odh.ohio.gov/landing/Lindsays-Law.aspx>

Optional Meal Plan

Campers may purchase a lunch meal plan in advance:

- Average cost: **\$4.50 per day**
- Includes entrée (pizza or hot dog), side, and drink

Refer to the Meal Plan Form for details and enrollment.

Anti-Bullying Policy

Harassment, intimidation, or bullying of campers or staff will **not be tolerated**.

- Parents will be notified immediately of any incidents.
 - Repeat offenses may result in **removal from camp without refund**.
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Camp Rules

To ensure safety and enjoyment:

1. Campers may not leave camp without prior parent notification.
2. Campers may not enter park buildings without staff permission.
3. Equipment must be used properly; destruction is prohibited.
4. Clothing must be appropriate and non-offensive.
5. Bikes may only be used to travel to/from camp with signed authorization.
6. Campers are not permitted in parking areas.
7. Campers must wait for the lunch signal to eat.
8. Medications require proper documentation and packaging.
9. Respect toward campers and staff is required.
10. Pool rules must be followed at all times.

Prohibited Items

- Toys, cards, electronics, gaming systems
- Valuable or personal items (including jewelry)

Cell phones must be **turned off and stored**.

To reach your child during camp hours, contact **440-516-3011**.

Safety & Discipline Policy

Zero tolerance for weapons or dangerous objects.

The Recreation Department reserves the right to search belongings with reasonable suspicion.

Serious Discipline Violations Include:

1. Fighting, bullying, or physical harm
2. Lewd or inappropriate language/gestures
3. Property destruction
4. Repeated rule violations

Discipline Procedure:

1. **First Offense:** Written warning (parent signature required)
2. **Second Offense:** 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. No refunds or credits will be issued for disciplinary dismissals.

By registering for Willowick Summer Day Camp, parents and campers agree to all policies outlined in this handbook.

We look forward to a fun and safe summer!

For questions or concerns, contact the **Willowick Recreation Department** at **440-516-3011**.

Julie Kless

Director of Recreation

jkless@cityofwillowick.com



Scott Ritchey

Program Coordinator

sritchey@cityofwillowick.com