



CAMP AWARENESS

Izaak Walton League
Summer Day Camp
2010

Parent Hand Book



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WELCOME AND INTRODUCTION

Welcome to South Bend Parks and Recreation Camp Awareness. Camp Awareness Day camp offers camping activities without the overnight "sleeping out" experience. The program is FUN and can develop an appreciation for the outdoors under qualified leadership. Camp Awareness is held at the Izaak Walton League located at 902 Darden Road. We're glad you're here!

Welcome,

Karen Myers
Program Supervisor
South Bend Parks and Recreation Department

CAMP AWARENESS PARENT HANDBOOK

PROGRAMS AND POLICIES

1. AGE REQUIREMENTS:

Camp Awareness offers eight different week long sessions for children who will be entering grades 3rd through 7th. There will also be one week that will be offered only for those entering the 2nd grade.

2. DAYS OF OPERATION

Camp Awareness is a week-long session, Monday - Friday from 9:00 am – 4:00 pm, with pick up and drop off times from 8-9am and 4-5pm. The weeks available for children entering the 3rd through 7th grades are as follows:

June 7-11	June 28-July 2	July 26-30
June 14-18	July 12-16	August 2-6
June 21-25	July 19-23	

There will be one week available for children entering the 2nd grade:

July 6-9 (4 day week)

3. DAY CAMP FEES

Fees are set on an annual basis. The fees for the 2010 season are as follows:

5 days: \$95.00R/\$100.00NR

4 days: \$80.00R/\$85.00NR – 2nd grade week

ALL FEES MUST BE PAID AT REGISTRATION.

(Limited number of subsidized rates available on a first-come, first-served basis.)

***\$1.00 per minute per child overtime fee if child(ren) are picked up late.**

REFUND POLICY

A 50% refund will be given if camp is cancelled by the participant five working days prior to the first day of participation. No refund will be allowed after this time. A full refund will be given if the Parks and Recreation Department cancels camp for any reason.

4. REGISTRATION AND ENROLLMENT

To register a child for Camp Awareness, all fees must be paid in full at the time of registration. Registration begins Tuesday, March 9th from 5:30-7:30pm at O'Brien Recreation Center. Doors will open at 4:00pm. There is a limit of 6 children per multiple registrations. Registration is first-come, first-serve basis. Campers may only initially register for one session. If a camp session has not been filled by May 11th, campers may then register for one additional week only. (Limit of two weeks)

Parents must complete all of the registration forms found in the Registration Forms booklet, as well as a copy of the child's report card, showing proof of grade and submit them with the

week's camp fees. If you decide to cancel your registration five days prior to the first day of attendance 50% of the fees per child will be refunded. If less than five days notice is given prior to cancellation **no refund** will be issued.

5. REGISTRATION FORMS (Forms Booklet)

Registration forms must be filled out for **each child**. These forms are separated and placed in different files. If the forms are being downloaded from the website, please do not print them front to back.

Parents must complete all of the following registration forms **before** a child can be registered and attend Camp Awareness; as found in the Camp Awareness Registration Forms Booklet.

Four page Information Form
Arrival/Departure Procedures Form
Parental Emergency Medical Consent Form

Parents should notify the Director or Assistant Director if any of the information contained in the enrollment forms need to be updated during the summer such as an emergency phone number.

6. CHILD ARRIVAL AND DEPARTURE

Child(ren) must arrive and depart from the program according to the scheduled hours.

Arrival - All children must be signed into camp by an adult. A counselor will be available with a clipboard and the sign-in sheet. **Parents need to allow extra time to sign in their child(ren) daily.** The child(ren) may not arrive prior to 8:00 am.

Departure - Child(ren) are to be picked up no later than 5:00 pm, no exceptions. A late charge of \$1.00 per minute will be assessed for any pickups after 5:00 pm payable the day of the incident. Parents need to sign out their child(ren) and make contact with a counselor responsible so the staff is aware that the child is leaving. If someone other than the parent listed on the child's application is picking up the child, write the name of person on the sign in sheet in the morning and bring it to our counselors' attention at that time.

Please remember, Camp Awareness closes at 5:00 pm. We have no exceptions to late pick up. However, please call 299-3482 if an emergency arises.

There will be a late charge of \$1.00 per minute per child after 5:00 pm payable the day of incident.

7. DISCIPLINE POLICY

Discipline is viewed as guidance, not punishment. Positive reinforcement, active listening, problem solving, redirection, and discussing with the child(ren) involved what is acceptable and unacceptable is the accepted practice. The staff member who witnessed or was approached by a child will be responsible for his/her discipline. Discipline is NOT delegated to any other child. A

Disciplinary Action Form will be completed on any instance requiring more than a verbal reprimand.

Techniques used for discipline shall not humiliate, shame or frighten the child. There will be no cruel, harsh or unusual punishment, such as, but not restricted to punching, pinching, shaking, or biting. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle. Counselors will speak in a gentle but firm voice and will not use profanity, threats, derogatory remarks about the child or his/her family, other verbal abuse, or physical abuse. The counselor may remove the child from the group, if necessary, or seat the child on a chair to think about his/her actions for a short period of time. This rule applies to all children signed in for the day and participating in the Camp Awareness Program.

Discipline is guiding toward self discipline so that your child can function independently and in a socially acceptable manner, respecting the rights and privileges of group functions.

8. DISCHARGE POLICY

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children or the staff, or ongoing disregard for Day Camp rules. If a child cannot abide by Day Camp rules, he or she may be discharged from the program.

We follow a three strike policy. Samples of automatic strikes consist of cursing, disrespecting a counselor, intent to or intentionally injuring or physically controlling another person. This is not an all inclusive list. Other behaviors may be given a strike after redirection and/or if time-outs prove ineffective. (Including but not limited to: not following directions, and being rude to others). *Stealing or Running off from the group or camp will result in an immediate dismissal!* Bullying will not be tolerated on any level. Once an action of bullying is addressed and the action continues, immediate dismissal could result. There are to be absolutely no weapons or weapon-like materials brought to camp, this may include but is not limited to pocket knives, hatchets, hammers, screwdrivers, etc. Upon discovering of any of these items, immediate dismissal will result.

Definitions of Bullying are, but not limited to, calling someone names, making things up to get others in trouble, hitting, pushing, kicking, etc., someone taking things away from someone, damaging someone else's belongings, stealing money from someone, spreading rumors about someone, and threatening someone.

What you as parents need to know: Encourage your child to report incidents of bullying to a counselor. Encourage your child to also tell a counselor if he or she sees another child being bullied. Reassure your child that it's okay to be a "tattle tale", especially if it means keeping another child from being bullied. Go over the definitions of bullying with your child so he or she understands what makes someone a bully.

All strikes will be discussed with the pick up person the day of the incident. The Disciplinary Action Form must be signed by the parent or pick up person. **Upon notification of a third strike, the child will be dismissed from camp immediately without a refund.**

9. SAFETY POLICY

Children at Camp Awareness will be supervised at all times. The staff members are responsible for the entire group except when they are divided into tribes (counselor teams). At that time there will be one staff member responsible for the small group they are assigned to.

When the child(ren) arrive and depart, the parent must sign the attendance form. No child is to be released to anyone except his/her parent or guardian unless a signed, written permission form is given to the director or assistant director by said parent or guardian. The person designated to pick up the child will be required to produce a picture ID and sign a pick up permission form before leaving with the child.

If child abuse or neglect is suspected, a staff member is required by law to notify the local child protection agency. There is a person trained in child abuse recognition with the children at all times.

10. CAMP AND BUILDING RULES

- 1.) All campers will address the staff as either Ms. or Mr.
- 2.) No pushing, hitting, pinching, kicking, scratching, biting, spitting, name calling, and/or throwing things at others.
- 3.) All campers will help watch over, pick up, and clean the areas that we use during camp.
- 4.) When you hear the whistle, STOP what you're doing and come back to camp. If you are in the middle of a game, quit IMMEDIATELY.
- 5.) They are expected to follow directions immediately, unless given an exception by the staff.
- 6.) Mandatory bathroom breaks are scheduled throughout the day and older campers are expected to set the example for the younger campers. No child will be denied a bathroom break; however, it will be at the discretion of the staff depending on availability and taking activities into consideration.
- 7.) Children must be escorted to and from the bathroom at all times.
- 8.) Children must ask permission before leaving an activity or activity area. The staff is required to know where the children are at all times. No child will be allowed to wander alone.
- 9.) All children will respect camp property, whether it is supplies, equipment or facilities.
- 10.) All children will respect other camper and staff property.
- 11.) All campers must wear appropriate clothing. Sagging pants or offensive clothing will NOT be allowed.
- 12.) No climbing in the trees, or breaking off limbs, branches, or leaves.
- 13.) **New Policy** If your child is caught leaving the group or wandering off alone at camp, they will immediately be dismissed from camp and all camp fees will be forfeited.
- 14.) There are to be no weapons or weapon-like materials brought to camp. Discovery of these materials will lead to immediate dismissal from camp.
- 15.) BUDDY SYSTEM: Each camper is paired with a friend. When you get back to camp, check to see if your buddy is here.
- 16.) NEVER get in the pond for any reason!!!
- 17.) Stay off the steep slopes by the lodge and the meadow where the blue cabin used to be due to erosion.
- 18.) Stay off the Boy Scout project by the lakes.
- 19.) No one is allowed to play in or around the fire pits at camp at any time.

11. LUNCH AND SNACK

Camp Awareness does not provide a lunch program for its participants, with the exception of Wednesday which is the cook out. Campers are required to bring their own sack lunch. Your child will not need a drink in his/her lunch, as it will be provided at meal time.

****If it is raining on camp cook out day, Wednesday, campers should bring a sack lunch.****

Each camper should bring a sack lunch of sandwiches, raw vegetables, fruit and nutritious snacks. (Drink is included in the fee and is provided at mealtime.)

*****Important***** If you are planning to utilize the drop off and pick up hours of 8:00am-5:00pm, please provide your child with a morning and afternoon snack.

12. WHAT TO EXPECT AT CAMP

Camp Awareness is a popular summer camp that is held at the Izaak Walton League in South Bend. Kids have the opportunity to meet new friends while enjoying activities like organized games, hikes, fishing, tubing, arts & crafts, cookouts and more.

Campers will also be participating in an activity called Stream Stomp. During this time, the campers will be wading through the creek. They should bring an old pair of shoes. They will not be allowed to participate with bare feet. Campers should also have a change of pants. They will get wet and muddy.

Archery is also a memorable part of the Camp Awareness experience. Campers will be taught how to use a bow and arrow and aim for the target. Campers will be supervised by counselors during the entire activity.

Camp Awareness holds a strong tradition of storytelling that has been passed down from generation to generation. Each story has been specifically adapted for use at Camp Awareness. These stories are about fictional campers that were there many years before and each story is told in order to make Camp Awareness a fun and enjoyable experience.

Wednesday is Cook Out day. Campers do not need to bring a lunch, **HOWEVER**, every camper should bring a Hershey's chocolate bar.

****If it is raining on cookout day, campers should bring a sack lunch.****

13. WHAT TO BRING

1. Each camper should wear a long sleeved shirt, old shoes, and long pants or jeans.
2. Each camper should bring the following: plastic water bottle/canteen, old clean towel, non-breakable drinking cup, extra pair of old shoes, long pants or jeans for wading in the creek, extra set of clothes for water events, and bug spray.
3. Absolutely no sandals or flip flops will be allowed. Shoes should cover the feet completely for safety.
4. Each camper should bring a sack lunch of sandwiches, raw vegetables, fruit and nutritious snacks. (Drink is included in the fee and is provided at mealtime.)

****Important**** If you are utilizing the drop off and pick up hours of 8:00am-5:00pm, please provide your child with a morning and afternoon snack.

Please apply sun screen prior to arriving each day. If you send sun screen we will remind your child to reapply it later in the day. **We do NOT apply nor do we supply sun screen.**

If it is raining in the morning, campers should bring rain gear.

Parents should anticipate the wear-and-tear that comes with an active day in the woods.

14. PARENTS' VISITATION DAY

Parents are invited to visit Camp Awareness at 3pm on Thursday afternoon for campers' skits, introduction to the staff, a tour of the facility, and a chance to participate in activities with the campers.

15. LYME DISEASE

Lyme Disease is caused by a bacteria that is transmitted to humans through tick bites, more specifically, blacklegged ticks. Camp Awareness is a densely wooded area and insects are always around. Lyme disease is most commonly transmitted during the months of May, June and July. Therefore, it is imperative that your child is prepared for this outdoor camp.

In order to prevent the contraction of Lyme disease, please send your child with insect repellent. Repellents containing 20%-30% DEET are the best and can be purchased at most drug or grocery stores. Permethrin is also said to help in avoiding contact with ticks and remains on clothes even after several washes.

Wearing long pants, long sleeves, and long socks can also help to keep ticks off your skin. Light colored clothing allows for ticks to be spotted more easily. Also, tucking pant legs into socks or boots and tucking in shirts helps to keep ticks on the outside of your clothing.

If you are bitten by a tick, watch for these symptoms as a sign of Lyme disease: fever, headache, fatigue, and a characteristic skin rash. These symptoms can appear as early as 3 days after a bite, but up to 30 days after the bite. Please keep in mind that by adhering to the precautions stated above, your chance of contracting Lyme disease is extremely small. Please make sure that your child is ready for camp.

16. JUNIOR COUNSELORS

Becoming a Jr. Counselor is NOT a right, it is a PRIVILEGE!

Qualifications for becoming a Jr. Counselor include but are not limited to:

Must be entering the 8th grade before the start of that week of Camp Awareness.

Must have been enrolled in Camp Awareness sometime between the 3rd and 7th grades.

Must not have been terminated from camp for inappropriate or bad behavior.

Must have been respectful to the Camp Staff, equipment and other campers.

Must have followed the camp rules as listed on previous pages.
Must have set a good example and been a positive role model for other campers.
Must not have participated in any bullying type of behavior.
Must show willingness to help others.
Must show care and concern for fellow campers.
Must show willingness to follow rules of the camp.
Must respond in an appropriate manner to requests from the staff. Ex. When asked to be quiet, get in line, clean up area, etc...
Must not have shown lying or deceitful behavior to staff.

Only the best behaving campers will be considered to be a Jr. Counselor when they are entering the 8th grade. The camp staff will recommend to the camp Supervisor which campers have met the qualifications and deserve to be considered.

Due to the number of eligible children, Jr. Counselors will be allowed 1 week. Jr. Counselors will be able to choose their available weeks, but they are not guaranteed their first choice. Weeks are given on a first-come, first-served basis.

Selected Jr. Counselors must have demonstrated appropriate behavior during camp as they will now be seen as role models and given more responsibility.

The Jr. Counselors will gain experience of what a job will be like, but must be able to pick up quickly on the needs of the camp and responsibilities of being a Jr. Counselor.

If you feel your child is not ready for this responsibility, please wait one summer. Do not force your child into a situation that he/she will not be able to handle.

17. ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

This is to certify that I have read and understand The Parent Handbook. Further more, I understand that by enrolling my child in Camp Awareness Day Camp, we agree to abide by the policies and procedures as outlined in the handbook and/or as subsequently established during summer camp session.

A copy of this paragraph has been included in Forms Booklet.