

# Mount Vernon Parks & Recreation Summer Day Camp Parent Information

Dear Parents,

Mount Vernon Parks and Recreation would like to welcome you and your child to our Summer Day Camp program! We are pleased to be able to offer this program for the 2019 summer. Our goal is to help our participants (entering kindergarten through fifth grade) to have a fun-filled summer and create memorable experiences!

Each week will have activities based on the weekly theme. Throughout the week, campers will participate in athletics, creative expression, and outdoor exploration. Please refer to the camper's weekly schedule to find out what days these activities will be on. Weekly activity schedules will be available the Monday of each weekly session.

Our staff are experienced, excited and will be responsible for creating activities that will engage your children. Our site will be structured with a site leader and site aides. Please feel free to communicate with staff regularly about your child's schedule, behavior matters and needs during their time with us at day camp.

Our summer day camp program will be based in the Hillcrest Park Recreation Building and participants will be able to take full advantage of all park amenities. Field trips will occur each week on Thursdays (unless otherwise noted). We will also attend open swim at the new YMCA each Wednesday from 2-3pm. Please make sure to check the weekly schedule to find out more specific activity information about each week!!

We are excited about the opportunity to get to know your child this summer and create fantastic memories. Feel free to call or e-mail us with any questions!

See you this summer!

*Lisa Esparza*

Recreation Coordinator

(360) 336-6215

[mvparks@mountvernonwa.gov](mailto:mvparks@mountvernonwa.gov)

# REGISTRATION & FEES

**Where Do I Register?** Please register at the Mount Vernon Parks & Recreation Administration Office, 1717 S. 13th Street, in Hillcrest Park. Please Note: We are enrolling children on a **Pre-Registration**, first come first serve, basis.

**What is Pre-Registration?** Participants will be registered on a weekly basis, prior to the first day of the session. Participants will be registered for a session of camp once the registration paperwork is completed and your full payment for the session is made. Please note: each session requires a minimum and maximum number of participants. Completion of registration paperwork and full payment is the only way to guarantee a spot in our program.

**Registration Paperwork:** We must have your completed registration paperwork before your child's first day at Day Camp. Please be accurate and thorough. Accurate emergency contacts & child pick up listings are required. Please communicate updates, such as new contact information or changes to your pick up list, to site staff or the Recreation Coordinator.

**T-Shirt Fee:** There is a one-time \$10 t-shirt fee (per summer) that is required for your child to attend the weekly field trip. One t-shirt needs to be purchased and worn on the field trip day (the same t-shirt can be worn for different trips throughout the summer). If your child's t-shirt is misplaced or forgotten you will need to purchase an additional t-shirt in order for the child to participate in future field trips. The t-shirt fee is due at time of registration.

**Weekly Fees:** Fees are based on one week session. Please refer to registration material for weekly fees.

**Refunds/Withdrawal:** When plans change, please make withdrawals from the daycamp program as soon as possible. This will allow us to accommodate participants on our waitlist. Refunds, less a \$10 administrative fee, will be issued if a participant withdrawal is made prior to the Wednesday before the weekly camp session.

Daycamp operates weekly Monday - Thursday. **Daily Hours: 8:00am-5:30pm.** In the event that your child attends fewer days than you have registered for, no refund will be permitted.



# Example of DAILY ACTIVITIES

Sample Daily Schedule (subject to change)

8:00am-9:00am	Free Time & Stations / Arrival
9:00am-9:30am	Circle Time
9:30am-10:30am	Morning Activity 1: Daily Theme
10:30am-11:30am	Morning Activity 2: Daily Theme
11:30am-12:00pm	Lunch
12:00-1:00pm	Quiet Time
1:00pm-2:00pm	Active Group Games / Activity
2:00-3:30pm	Outdoor Project
3:30-4:00pm	Afternoon Snack
4:00-4:30pm	Finish Projects / Clean Up
4:30pm-5:30pm	Free Time & Stations / Pick Up

A typical day at day camp includes a combination of games, physical activity, projects, crafts and opportunities to get outside; a variety of activities incorporating our weekly theme and field trip. Days are structured so that our daily program will begin at 9:00am. Our daily programming ends at 4:30pm each day and our site will remain open for camper pick up until 5:30pm.

A weekly parent handout will be available on the Monday for each week. This will include specific information regarding the local weekly field trip. This may include special instructions for each week, themed dress up days or special projects. Upon request, this information can also be e-mailed to you on the Monday of each week if your e-mail address has been provided.

**Lunch & Snack:** All participants will need to bring a lunch and beverage each day. Each day, we will have lunch between 11:30am—12:00pm. Afternoon snack and drink are provided. Participants are welcome to bring a morning snack if they are becoming hungry before lunch time. Please send a water bottle with your child. Water bottles are great for field trips, warm summer days, and campers on the move! If we have a camper that has a severe food allergy, we will request all parents **not** send food items containing the allergen during the week. For example, some weeks will be "Peanut Free" and we will ask that you do not send any foods containing peanuts during this time. We appreciate your help in creating a safe space for all our participants.

**Sign In:** Parents need to sign their child(ren) in every morning when they are dropped off. We require a parent/guardian signature on the sign in sheet for auditing purposes and request that children **do not sign themselves in.**

**Sign Out:** Our policy requires that all participants are signed out only by parents/adults who are listed in the child's registration information. For the safety of your child, **staff will check I.D. of people they do not recognize and will check the I.D. of anyone who picks up their child on his/her first day of camp.** Be sure to notify the site staff or the Recreation Supervisors if there are changes to the list of persons who have permission to pick-up your child. Changes to who may pick up your child must be submitted before the pick-up of your child.

# DAY CAMP INFORMATION

**Attendance:** If there are changes to your child's full session attendance, please inform the site staff or MVPR office. Accurate information is needed for planning purposes.

**Field Trips:** Our field trips have been carefully selected to provide a weekly adventure! This summer we are excited to expand our field trip offerings with bus transportation provided from Mount Vernon School District. We will walk when possible to our field trip destination and for local field trips use MVPR and public transportation options. It is always a good idea to check the weekly schedules that will be available at your site to find out more details for the week's trip including departure/return times and what to bring. Please be aware that MVPR Summer staff members will not be responsible for lost or stolen money, personal items or purchased items. Please do not send money with your child on a field trip; we would hate for any child to lose their money.

A parent will be asked to sign a specific field trip permission slip for each off site trip.

**Additional Fees:** MVPR's summer registration fees include weekly field trips and projects throughout the summer. Occasionally, there may be extra projects or extra field trip opportunities that will require an extra fee throughout the summer. Parents will be notified of these opportunities the week prior to their registered session of Summer Day Camp.

**Transportation:** Children will be transported in vehicles approved by Mount Vernon Parks and Recreation and the City of Mount Vernon. All drivers have been approved by the City of Mount Vernon. As a part of the summer registration packet, parents will be required to sign a hold harmless waiver and a permission to transport form. These will be due at time of registration. **If your child is 8 years old or younger OR under 4'9" then under Washington State Law it is mandatory that they have a booster seat while being a passenger in a vehicle. Please provide a booster seat for your child when needed and label it clearly with your child's name.**

This summer we will also be accessing busses from Mount Vernon School District for some out of town field trips.

**Non-Discrimination Statement:** Mount Vernon Parks & Recreation will not exclude anyone in participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's gender, race, color, national origin, age or handicap. If your child requires special arrangements, please call the Recreation Coordinator to discuss accommodation options.

**Child Abuse Policy:** It is Washington State Law for child care providers to report any suspected abuse or neglect of a child. [RCW 26-44-020 \(12\)](http://www.dshs.wa.gov/) defines abuse and neglect as injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed. (<http://www.dshs.wa.gov/>)

**Personal Information:** In order to make appropriate preparations and to ensure that every child can enjoy their summer, serious medical or behavioral matters should be communicated to the Recreation Coordinator and site leader. As part of the registration process, a form must be completed as your Authorization to Treat a Minor enrolled in our program. Mount Vernon Parks & Recreation will not administer any medication to camp participants. Please do not send your child to camp if they are ill and/or have a communicable disease. All personal and medical information disclosed is kept confidential.

**NEW! Sunscreen:** We highly promote the use of sunscreen while your child is at camp. Parents should apply sunscreen to their child prior to their arrival at camp. **Participants must be in possession of their own sunscreen and able to administer it themselves. Program staff will not physically apply sunscreen or provide sunscreen to a participant.** We encourage the use of sunscreen and staff will try to provide reminders throughout the day for participants to reapply sunscreen.

**Appropriate Clothing:** Please have your participant dress appropriately for active indoor and outdoor play! Feel free to have extra clothes and a jacket in a backpack at the site. Closed toe shoes are recommended (no flip-flops, please!). Check the weekly activity calendar in order to be prepared for specific daily activities.

**Items from Home:** It can be fun to bring toys/items from home to have on site and share with friends. We don't want to prohibit participants from bringing items from home; however, it is important to realize that items do not always return home in the same condition. Occasionally, things get lost or broken. Mount Vernon Parks and Recreation does not assume responsibility for any item brought from home. It is up to the participant and their parents to keep track of all items they send to the program.

**Staff Members may allow participants to use their personal items from home during designated free times only.** Examples of these items may be, but are not limited to, the following: Gameboys, I-pods, I-pads, CD or MP3 Players, Pokemon Cards, Yu-Gi-Oh! Cards, tamagotchi, Bratz dolls, Kindles, Leap Frog, etc. **Cell phones will not be permitted during any daily activities.** If items from home continue to create a distraction for program participants, staff may ask that the items remain at home.

### Day Camp Packing List (suggested):

- Backpack
- Extra Clothes (sweatshirt and/or outfit)
- Rain Jacket / Coat
- Sunscreen
- Lunch & Drink
- Water bottle
- Closed toe shoes (if not wearing them)
- Morning snack (optional)
- Swim suit, towel, extra clothes (for water themed days)

# BEHAVIOR EXPECTATIONS

Our Summer Day Camp program is designed to provide fun and new activities, projects, and games for all our participants! *We expect* all participants and staff to follow the guidelines listed below to create a summer full of friends and memories!

**Respect** for yourself, others and the environment. Participants can show respect by listening to staff and respecting each other. This includes personal space as well as property & feelings. We want to encourage all participants to have a positive attitude and have fun all summer long!

**Safety** is a priority for all participants and staff. We all want to have fun this summer and being safe is essential. Participants must follow safety guidelines required by staff and avoid dangerous situations. We will always have a CPR/1st Aid Certified Staff on site and on field trips assisting participants in making good, safe decisions. Staff and participants must be alert during off site trips in order for everyone to enjoy the activities and be safe.

**Have Fun!** Summer fun is planned into each week of the Summer Day Camp. We have planned out numerous new games and activities for our participants to enjoy! *Everyone will be encouraged to participate with the group and try their hand at new activities.*

## BEHAVIOR MANAGEMENT

Good behavior is essential in making our programs enjoyable for all participants. Staff will use the methods outlined below in order to promote good behavior decisions in participants. Parents may become involved in assisting to create a good behavior plan if a child is not responsive to these techniques.

**1. A verbal warning:** A simple verbal warning is all it takes sometimes to let participants know their behavior is disruptive or unacceptable. Part of participants showing respect is having them listen to staff the first time they are asked to do something or not do something. If a participant is having a rough day, and the behavior continues, then our next step will be:

**2. A Second Warning:** The second warning conveys the participant is not only breaking a simple rule, but it has become an issue of disrespecting staff by not stopping the behavior or action the first time they were asked. Parents may be notified verbally at the end of the day to help us encourage appropriate behavior at our Day Camp program. However, if the behavior does not cease you can expect:

**3. Removal from Activities (Time Out):** In order to facilitate fun activities for every child, Staff need to focus on the group as a whole. If one participant is requiring excessive negative attention, then it may become necessary to remove them from the activity. Removing a participant from an activity is a result of poor choices, continued negative behavior or ignoring staff requests. That participant will be asked to sit out, quietly until a Recreation Leader has determined they are ready to rejoin the group. Parents will be notified of the incident immediately or at time of pick-up.

**4. Parent Call/Early Dismissal for the Day:** If it is clear that a participant will not be able to participate within the behavior guidelines, a parent/guardian may be called and asked to pick up their child. If no one is available, the Recreation Coordinator will remove the child from the site for the remainder of the day. A parent meeting will determine whether or not further action is necessary.

**\*\*Parents:** We appreciate your support in helping your child follow our rules this summer. Please also be aware that it is **extremely** important for participants to follow our rules during field trips. If behavior issues become a continuous concern on or off site, MVPR reserves the right to limit or remove field trip privileges from a participant when participant and staff safety become a concern.