2016
Camp Tukwilly
Parent Manual

TUKWILA
PARKS & RECREATION
GOOD HEALTHY FUN

12424 - 42nd Ave. S. Tukwila, WA 98168 206.768.2822 f)206.768.0524

TUKWILA
PARKS & RECREATION
GOOD HEALTHY FUN

PARENT MANUAL

12424 - 42nd Ave. S. Tukwila, WA 98168 206.768.2822 f)206.768.0524

CAMP TUKWILLY
2016

The Tukwila Community Center and the entire youth department welcomes you and your family to another summer of fun. We are looking forward to many new adventures and friendships. This manual will provide you with information about our program's policies and procedures. Please take time to review this information prior to the start of the program. If you have any questions or concerns at any time, please feel free to contact our program staff at the Tukwila Community Center.

YOUTH CAMP LOCATION

Tukwila Community Center
12424 42nd Ave South
Tukwila, WA 98168

YOUTH PROGRAM ADMINISTRATION

Kirstin May
Recreation Coordinator
e-mail: kirstin.may@tukwilawa.gov

Darren Hawkins
Recreation Specialist
e-mail: darren.hawkins@tukwilawa.gov

OUR GOAL

Our goal is to provide a safe and fun summer camp program for school age youth. We are dedicated to providing your child with meaningful camp experiences and are very proud of the program we offer. Weekly themes have been developed to guide your child through a week of fun, interesting and informative activities. We encourage socially positive habits and attitudes through active participation in this recreation program. To make these goals a reality, the Tukwila Parks and Recreation Department will employ qualified staff members who love children and will be a positive influence on their lives.

REGISTRATION AND ENROLLMENT

PARTICIPANTS

Camp Tukwilly is open to children entering grades K-5 at the start of the 2016-2017 school year. Each week of Camp Tukwilly will be limited to 120 participants. Please refer to the payment section, located on the next page, for information about how you can reserve a spot each week for your child(ren).

REGISTRATION

Summer camp registration will begin April 1st and will be available throughout the summer.

Registration is on a first come, first served basis, depending on space availability. It is the responsibility of the parent/guardian to keep their child's file updated with current information. The following items for summer camp must be completed and on file at the Tukwila Community Center at least 48 hours prior to attendance in the program:

- Registration Form
- Liability Waiver
- Payment Policies Form

CAMP HOURS

Our Summer Day camps operate from 6:30 am – 6:00 pm, Monday-Friday. Each day is divided into two types of programs: regular camp and extended camp. The regular camp hours are from 9:00 am-4:00 pm. This is the organized program time and campers must arrive by 9:00 am to ensure involvement in the day's activities. During these hours, campers will be taking part in activities based upon weekly themes and projects consisting of arts and crafts, recreation and physical fitness games, science and nature, cooking, field trips and other exciting events.

Extended camp hours are from 6:30 am-9:00 am and 4:00 pm-6:00 pm. There are no additional charges for participation in extended camp hours. Activities during this time will consist of large group games, quiet activities, daily challenge activities, and free time.

PAYMENT INFORMATION, FEES & REFUNDS

WEEKLY DEPOSITS

Camp Tukwilly is limited to 120 campers per week. For this reason, if you would like to reserve space for your child you will be asked to pay a $25.00 deposit for the week(s) they are planning to attend.

The weekly deposit is non-refundable/non-transferable.

The only way to guarantee a spot is to pay the deposit. Once the spots fill up we will not accept additional children. NO EXCEPTIONS.

PAYMENT DEADLINES

Weekly Summer Camp payments are due on the Monday PRIOR to each week of enrollment. If we do not receive payment by the appointed day, your spot will be given to the next person on the waiting list and the deposit will for the week will be forfeited. Those dismissed from the program due to non-payment or late payments will be allowed to return only when payment is received in full, space permitting. **Any weekly deposit that is forfeited due to non/late payments will not be reapplied to the weekly fee.** Payments are accepted in the form of cash, check, or credit card (MC or Visa). Please make checks payable to the "Tukwila Community Center" or "TCC."

Checks returned to the City of Tukwila will be assessed a service charge as follows:
Checks of $50.00 or less, a $20.00 charge Checks over $50.00, a $40.00 charge

CAMP TUKWILLY WEEKLY CAMP FEES

The following fees are based on a per week charge:

Camp Tukwilly (Weeks 1-10) ……$110 Residents/ $155 Non-Residents
Camp Tukwilly (Week 3*)…….…… $88 Residents/ $124 Non-Residents
*Camp will be closed on Monday, July 4th.

LATE FEE CHARGE

There will be a late charge of $1.00 per minute for those children not picked up by 6:00 pm. **Payment for late pick-up fees is due when you pick up your child**. Your child may not return to our program until this payment is received. King County Child Protective Services will be called if the child is not picked up by 7:00 pm.

REFUNDS

Requests for refunds must be made in writing and should give the name of the camper, camp date(s), and reason for refund request. Refund requests will only be accepted with a minimum one-week notice. Special circumstances, such as serious illness or injury will be considered when processing refund requests. There will not be a discount or a refund for days missed. The weekly deposit is non-refundable/non-transferable. All refunds will be subject to a $5.00 processing fee.

DAILY CAMP INFORMATION

CHECK-IN/CHECK-OUT PROCEDURES

For the children's safety, a parent or guardian must accompany all children at arrival and departure time. Each child is required to be signed in and out each day. Children will only be released to those individuals authorized by the parent's written permission or to the individuals stated on the registration form. Photo identification will be required at time of pick-up.

BREAKFAST

A light breakfast will be provided to children arriving before 7:30 am each day at no additional charge. Breakfast will consist of cereal, toast, waffles or pancakes.

LUNCH

We are pleased to offer the Summer Sack Lunch program to participants in our summer camp. The Summer Sack Lunch program provides nutritious sack lunches to campers each day of the program. **The Summer Sack Lunch Program will not be available the first week and the last week of camp. On days that the lunch program is not in operation children will need to bring a sack lunch and beverage (non-glass container each day.)**

Children that choose not to participate in the Summer Sack Lunch Program or children with special dietary needs must bring a sack lunch to the program each day. Sack lunches should be clearly labeled with the camper's name. The refrigerator and the microwave are not available for camper use.

SNACK

An afternoon snack will be served at 3:30 pm daily. Campers that leave the program before this time will not receive a snack.

REPORTING ABSENCES

Please notify the Tukwila Community Center at (206) 768-2822 when your child will not be in attendance for the day.

CONTACTING YOUR CHILD WHILE AT CAMP

The Summer camp staff cannot be reached directly. If you have a message for your child, please call the Tukwila Community Center and ask to speak with Darren Hawkins. If he is not available, please leave a voice message. Voice messages are checked on a regular basis. If you are trying to reach your child in an emergency situation, please inform the front desk staff of the situation when you call and you will be put through to the next available supervisor.

FIELD TRIPS AND SWIMMING INFORMATION

FIELD TRIPS

Camp Tukwilly field trips are scheduled on Wednesdays. The cost of the field trip is included in your weekly camp fee. Please do not send money with your child for the field trips, as they are not to purchase snacks, souvenirs, etc. Field trips depart promptly at 9:00 am. Please make sure that your child is here on time. We do not have alternative daycare for your child if they miss the field trip. **Camp T-shirts, which will be provided, must be worn on every field trip.**

SWIMMING

Several swimming field trips will be offered throughout the summer. All swimming activities will take place in guarded swimming areas at either community pools or lakes. Campers swimming in the deep areas will be required to pass a swimming test conducted by the lifeguards on duty. Outdoor swimming trips may be cancelled due to inclement weather. Acceptable weather conditions are a minimum temperature of 70°F, and partly cloudy to clear skies.

On swimming days, campers should bring a swimsuit, towel and **sunscreen.** Please do not send toys or other water items to summer camp. We have plenty of items that may be used in the sand and in the water.

BUS AND VAN POLICY

The bus and van rules have been developed to ensure the safety of your child and other children while traveling.

- Campers must remain in their seats with their seatbelts buckled at all times.
- Open containers of food or drinks are not permitted in the vehicles. In addition, campers may not eat or drink while traveling in a bus or van.
- Conversations must be of appropriate subject matter and kept at low noise levels.
- Campers must keep their hands inside the vehicle at all times.
- Campers are not to make inappropriate gestures to passing motorists.

Misbehavior on the van/bus may result in your camper not being permitted to attend the next field trip. Campers may be immediately dismissed if behavior threatens the safety of themselves, fellow campers, or staff.

WHAT TO BRING AND WEAR

To ensure your campers safety, please send them in active play clothing each day. Preferably, children should be wearing tennis shoes or at the minimum shoes, that allow them to actively participate in the activities. Please do not send your child in dress clothes and/or dress shoes.

Please provide the following:

- Participants should bring extra clothes suitable for a change in weather. (Example, jackets, shorts, sweatshirts etc.)

- Please send a backpack with the camper's name on it to hold camp belongings each day.

- Please be sure to apply sunscreen to your child each day before camp when the weather is warm. Furthermore have your child bring sunscreen to camp on warm days to help protect them from the sun's harmful rays.

- Please mark all personal items with the child's name for easy identification. Clothing left at camp will be placed in the "lost and found." Unclaimed items will be taken to the Salvation Army on a regular basis.

- Please bring a water bottle each day labeled with the camper's name.

- On swimming days campers should bring a swimsuit, towel and sunscreen.

What not to bring:

- Please do not allow your child to bring toys and/or valuables unless special arrangements have been made with the camp staff. **Our facility and staff will not be held responsible for items that become lost, broken, or stolen.**

- **Weapons of any kind (including toy weapons) are not permitted. Possession of these items will result in an automatic and indefinite suspension from the program.**

- Do not send money with campers. Our programs do not permit our campers to play video games, eat candy, or chew gum during program hours. **The vending machines are off limits at all times.**

ILLNESS AND MEDICATION INFORMATION

In the event of illness, parents must have alternative plans for childcare. Children not well enough to follow the day's routine (including outside activities) must not attend camp. This includes, but is not limited to children with the following symptoms of illness:

- Fever
- Sore Throat
- Active Rash
- Discharging eyes
- Nausea, Diarrhea
- Stomach Pain
- Early Cold

If campers become ill during the camp, a parent/guardian will be notified and asked to pick up their camper. Parents should establish an alternate plan for their camper if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday.

CONTAGIOUS DISEASE

Parents are to inform a program supervisor IMMEDIATELY, when their child contracts a contagious disease (including, but not limited to, ringworm, chicken pox, conjunctivitis, mumps, measles, viral infections, and lice) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious disease may not return to our facility until the danger of infecting others is over.

ADMINISTRATION OF MEDICINE

Prescription and non-prescription medications will only be administered with a completed medication authorization form on file and signed by the parent/guardian. Medication brought to the facility must be in its original container and must be CLEARLY labeled with the child's name, description of medication, physician's name, and dosage.

Please do not leave medication in the possession of your camper or in your camper's lunch.

INJURIES

Our staff will treat all minor injuries, and parents will be notified at the time of pickup. If the staff determines that the camper should receive medical treatment, a parent/guardian will be notified immediately.

Emergency Procedures:
In case of serious illness or injury the following procedures will be used:

1. Administer First Aid/CPR
2. Call 911
3. Contact parent or emergency contact
4. Transport to nearest hospital (if necessary)
5. File accident/medical report

DISCIPLINE POLICY

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that govern our facilities, program/staff and the behavior of each child. The following procedures will be used when handling discipline situations:

First incident of continued disruptive behavior:

- A warning will be issued and the child will be encouraged to continue playing.

If the disruptive behavior continues:

- The child will be asked to sit out of the activity for a designated amount of time not to exceed 15 minutes.
- A staff person will talk with the child informing them that their behavior is not appropriate and to think about their actions.
- This child will resume play when the behavior is corrected.
- A parent/guardian will be notified of the situation when they arrive to pick-up their child.

If the disruptive behavior continues:

- The child will be asked to sit out of the activity for a second time.
- The steps outlined above will again be followed.
- A parent/guardian will be notified of the situation when they arrive to pick-up their child.

If the disruptive behavior continues:

- The child will be removed from the group.
- A youth program administrator will meet with the staff and the child to discuss the behavior.
- A parent/guardian may be contacted and asked to pick-up their child immediately.
- The child may be suspended for the balance of the days activities. The child may also lose field trip privileges for the week.
- Parents/guardians will be notified that further incidents may result in a one-week suspension from the program.
- A Staff/Parent conference will be required before the child returns to the program.

If the disruptive behavior continues following the one-day suspension:

- The Child will be removed from the group.
- A youth program administrator will meet with the staff and the child to discuss the behavior.
- A parent/guardian may be contacted and asked to pick-up their child immediately.
- The child may be suspended from the program for five program days.
- Parents/guardians will be notified that further incidents may result in permanent dismissal from the program.
- A Staff/Parent conference will be required before the child returns to the program.

If the disruptive behavior continues following the five-day suspension:

- A parent/guardian may be contacted and asked to pick-up their child immediately.
- The child may be permanently removed from the program.

We reserve the right to dismiss a child IMMEDIATELY if we experience extreme discipline problems. Such problems may include, but are not limited to fighting, physical violence toward campers or staff, bringing weapons to camp, physically or verbally threatening others, and putting themselves, other campers, and staff members in an unsafe situation.

It is important to maintain the cleanliness and safety of the building so that we can preserve it for years to come. If your child damages any part of the building, i.e., puts holes in wall, uproots trees, breaks windows, etc., the city reserves the right to bill parents/guardians for the repair costs.