
West Geauga Recreation Council

2018 Camper Handbook



Camper Handbook 2018

Program Philosophy

The West Geauga Recreation Council, a not-for-profit organization, was formed in 1948 by a group of volunteers who saw a need to develop recreational programs for the youngsters of the West Geauga community. The program has grown over the years, but its purpose has not changed. The Day Camp is one of our largest and most successful programs for children entering kindergarten through 8th grade. The Day Camp provides a fun and safe experience with a variety of activities, as well as the opportunity to play outdoors in a structured, supervised environment and enjoy the “lazy days” of summer.

The West Geauga Recreation Council Day Camp is a registered program with the Ohio Department of Human Services as required by Section 5104.21 of the Ohio Revised Code. Children are supervised by counselors and grouped by school grade. A 6-10 : 1 ratio of children to counselors is maintained.

Location

The Camp is located adjacent to the West Geauga Middle School at 8611 Cedar Road, Chesterland, Ohio 44026. The phone number at the camp is (440) 729-7664. During inclement weather, the camp will be moved to the WG Middle School cafeteria until the weather clears.

- The hours of the camp are 9:00am to 3:00 p.m.
- There is an Extended Care program available which provides before camp care from 7:00 a.m. – 9:00 a.m. and after camp care from 3:00 a.m. – 6:00 p.m.

Dates – Summer 2018	
Week 1	June 11th – June 15th
Week 2	June 18th – June 22nd
Week 3	June 25th – June 29th
Week 4	July 2nd – July 6th, *Camp is not in session on July 4th
Week 5	July 9th – July 13th
Week 6	July 16th – July 20th
Week 7	July 23rd – July 27th
Week 8	July 30th – August 3rd
Week 9	August 6th – August 10th
Week 10	August 13th – August 17th

Camper Handbook 2018

Admission Policy

- Enrollment is based on a first-come, first-served, basis. Parents/guardians must register their child(ren) through WGRC's online registration at <https://app.campdoc.com/!/home/auth/login?r=westgeauga> or in person at camp. Paper registration forms are available by emailing the camp director at camp@wgrc.org.
- WGRC does not discriminate in enrollment of children based upon race, color, religion, sex, or national origin.
- A child's continued enrollment is conditional on the parents' and child's adherence to all of the policies and procedures of the program.

Apparel

- Please send children in outdoor, comfortable clothing and closed toe shoes that can become dirty or stained. Boots are recommended for muddy conditions.
- Each camper may wear a group color-coded t-shirt daily. You can purchase these from the camp or provide your own. Kindergarten – Blue; 1st Grade – Orange; 2nd Grade – Yellow; 3rd Grade – Red; 4th Grade – Green; 5th Grade – Purple; Middle School – Grey
- **Please label all of your child's belongings with his/her last name. There is a lost and found that is accessible after camp hours. All items left after camp closes for the summer will be donated to a local charity.**

Lunch/Snacks

- Children are required to provide their own lunch and snacks for the day.
- Children in Extended Care need to pack an extra snacks and beverages.
- There is NO refrigeration, so utilize cold-packs/coolers for food requiring cold storage.
- Drinking water is available at the camp site. Children must bring a water bottle.

What your child should bring everyday:

- Lunch with plenty of drinks
- Water Bottle
- Bathing Suit and towel
- Closed toed shoes (NO FLIP FLOPS)
- Jacket or sweatshirt for inclement weather

Please do not allow your child to bring toys or other personal articles to camp. All electronics must remain in the camper's backpack during camp. The camp is not responsible for any lost or damaged articles while at camp. Example: Gameboys, iPods, trading cards, and figurines, etc.

Extra spending money for special occasions is optional and is up to the parent's discretion. We suggest that parents send no more than \$5.00 with their campers.

Camper Handbook 2018

Registration Process

Payment Policy

- **Register EARLY to hold your child's place in the week(s) of your choice**
- Multiple child discount applies to children of the same immediate family registered within the same camp week. The multiple child discount does not apply to the daily rate.
- Families registering for eight or more weeks that are paid in full by May 12, 2018 receive a 5% discount.
- Payment is required by the 1st day of each week or the child(ren) will not be able to attend. Payment must be received before the child attends camp for per day campers.
- Registration for future camp weeks and WGRC programs will be denied if there is an unpaid balance for day camp or any WGRC program.
- **No refunds. There is a \$35.00 fee on all returned checks. Late payments are subject to a \$25.00 late fee. Any unpaid balances may be sent to collections.**

Payment Receipt

- A registration form must accompany all payments. This form assures your payments are applied to the correct balance.
- **Please make a copy of all completed forms to use as your receipt and for tax purposes. The WGRC Tax ID# is included on all registration forms.**

Registration

- A Registration Form/WGRC Day Camp Medical Form must be completed once per summer for each child. The medical forms do not need to be filled out by a doctor and will stay on file until camp closes for the summer. Parents are responsible for updating the camp with any changes during the summer.
- Additional forms can be obtained from the camp director – camp@wgrc.org.
- Please double check each form to make sure all of the information is correct.

Ways to register for WGRC Day camp

1. Register on-line at <https://app.campdoc.com/!/home/auth/login?r=westgeauga>.
2. In person registration will take place at the West Geauga Recreation Council Day Camp on May 12th from 11:00 a.m. – 3:00 p.m.
3. Send the Medical Forms and Registration forms, with payment to:

WGRC Day Camp Registration
P. O. Box 393
Chesterland, OH 44026

Per Day Registration

WGRC is offering families the opportunity to register for day camp on a per day basis. Per day campers are eligible to attend extended care on the day that they are registered. Middle School campers attending the field trip will incur an additional \$10.00 fee to cover the cost. Please contact the camp director for a list of planned field trips, which are normally held on Thursdays.

Camper Handbook 2018

Day Camp Grades K – 8

Week	1 – 3, 5 – 10	4 *No camp on July 4th
1st Child	\$126	\$101
Additional Children	\$115	\$90
Per Day Each Child	\$27	\$27

Extended Care

	Weekly Rate	Daily Rate	Drop-In Fee
Morning Only	\$30.00 (\$24 for Session 4)	\$7.00	N/A
Afternoon Only	\$35.00 (\$28 for Session 4)	\$8.00	\$15.00
AM & PM	\$55.00 (\$44 for Session 4)	\$12.00	N/A

Drop off/ pick up

Arrival

- Children are to report to their campsite with their Counselor no earlier than 8:55 a.m.
- The Counselor will sign the child in on the Daily Attendance form.
- Every child must be walked into camp by a parent or guardian to assure that the child is properly checked into camp.
- If your child is unable to attend on a registered day, please call the camp by 9:00 a.m. at (440) 729-7664 and report his/her absence.

Departure

- A custodial parent/guardian is required to come to the campsite and sign the child out. The Counselor must be notified of the child's departure.
- Children can be released only to those individuals the custodial parent(s)/guardian has designated on the camp medical form. Absolutely no exceptions will be made without prior written communication with the parent or guardian. These individuals must show a valid photo ID such as a driver's license prior to the child being released.
- If the WGRC Day Camp is not notified that someone other than the person who normally picks up the children is sent, the child will NOT be released until the parent/guardian is contacted.
- If you need to pick up your child early, please send a note with your child in the morning as this allows us to make arrangements to have your child ready on time.
- Parents must pick up their children by 3:00 p.m. unless signed up for extended care. At 3:15 p.m., the child will be placed in Extended Care and the parent/guardian will be responsible for the extended care drop-in fee.

Camper Handbook 2018

- Campers attending Afternoon extended care must be picked up by 6:00 p.m. A fine of \$10 for every five minutes late will be imposed after 6:05 p.m. This fine must be paid before the child can return to camp. If a camper is picked up late a total of 3 times they may forfeit the use of the aftercare program. If a child has not been picked up by 6:45 p.m. and all means to contact a parent or guardian have been exhausted, the camp staff **must** contact the Geauga County Sheriff's office.

Illness

- No staff member or child shall attend the program if they exhibit signs of a communicable disease.
- If a child becomes ill at camp, the staff and parent/guardian will make the decision on whether to send that child home.
- A child who is suspected of having a communicable disease shall be isolated and sent home. The child will be within the sight and hearing of a staff member. No child shall be left alone or unsupervised. The child will be re-admitted to the program after illness when the parent and staff feel he/she is well.
- Parents of other children in the Camp will be notified of exposure to the communicable disease verbally and/or in writing.
- The only medications that can be administered by Camp personnel are those designated for an emergency situation, i.e. Epi-Pen. The parent/guardian is responsible for obtaining and completing a Medication Administration form from the Camp Director and giving it, along with instructions and the medication, to the Camp Director.
 - Please make sure that all medical forms are filled out accurately and up to date.
 - If there are any changes over the summer, it is the parent/guardian's responsibility to update the camp medical forms.
 - Please include any side effects each medication may have.

Safety, Supervision, and Transportation Policy

- No child shall be left alone or unsupervised.
- The policy governing the departure of children from the Day Camp is that the child is to be picked up by a custodial parent or legal guardian only, unless written permission is given to the staff.
- Staff members have immediate access at all times to a working telephone located in the Director's Cabin and the pool house.
- In the event that a child needs emergency transportation, EMS will be accessed by calling 911.
- The Camp Director shall immediately notify the Public Children's Services Agency when a staff member suspects that a child has been abused or neglected.
- In the event of an emergency creating a need for medical or dental attention, the staff will follow these procedures:
 - Administer first aid
 - Call for emergency transportation

Camper Handbook 2018

- Notify parent/guardian. If unavailable, staff will obtain information on the Emergency Health & Medical form and contact those persons listed.
- In the event of a minor incident or injury, first aid will be administered, and the parent will be notified.
- If a minor scrape or bruise occurs, the necessary first aid will be given and the parent notified on pick-up of the incident.

Extended Care

- Extended Care is available to campers during their registered day(s) only.
- Before care is available from 7:00 a.m. – 9:00 a.m. and after care is from 3:00 p.m. – 6:00 p.m. **This is a separate child-care service and is not an extension of camp.**
- Children will be involved in quiet activities while being supervised in the mornings and evenings.
- Morning care will be held in the West Geauga Middle School Auxiliary Gym and afternoon care will be held at the Day Camp Pavilion.
- All campers must be signed in and out of morning care and after care by a custodial parent or guardian. ***Campers are unable to sign themselves in and out.
- Children are to report to their campsite and their Counselor no sooner than 8:55 a.m. The Counselor will sign the child in on the Daily Attendance form. If your child is unable to attend on a registered day, please call the camp by 9:00 a.m. at (440) 729-7664 and report his/her absence.
- **Children arriving to camp prior to 8:55 a.m. will be charged for morning extended care.**
- **Any camper not picked up by 3:10 p.m. will be sent to Extended Care and the parents will be charged the drop-in extended care fee.**
- **Parents/Guardians of any child picked up after 6:05 p.m. will be charged a fine of \$10 for every 5 minutes late. This fine must be paid prior to the child returning to camp. If a camper is picked up late a total of 3 times, they may forfeit the use of the aftercare program.**
- **If a child is not picked up by 6:45 p.m., and all means to contact a parent or guardian have been exhausted, the camp staff must contact the Geauga County Sheriff's office.**

Camp Minimal Requirements

Campers must be able to meet these minimal requirements to be able to participate in camp.

- Campers must be between pre-kindergarten and 8th grade.
- Campers must be at least 5 years old by his/her first day of camp.
- Children cannot be older than 15 years old on the first day of camp.
- Child must be able to participate without individualized attention.
- Campers must be able to show self-control and safely function with a ratio of 6-10 campers to 1 counselor.
- Campers must be able to feed themselves.
- Campers must be mobile.

Camper Handbook 2018

- Campers must be able to dress themselves.
- Campers must be potty trained.
- Campers must be able to follow simple 3 to 4 part directions.
- Campers must be able to communicate with others.

Discipline Policy

The Day Camp program is designed to promote a positive and enjoyable experience for all the children. Children are expected to respect the physical well-being and rights of others and maintain respect for Camp property. We believe that children can learn through positive reinforcement and direction. Please keep in mind that the Day Camp staff has the responsibility to insure safety and positive experiences for all the children in the program. It is, therefore, not possible for us to handle severe behavioral problems.

The following offenses are subject to punishment up to and including removal from camp.

- | | | |
|--------------------------|--|-------------------------------|
| • Bad Language/profanity | • Leaving camp area | • Repeated soiling of clothes |
| • Defiance of counselors | • Lying | • Stealing |
| • Harassment of others | • Running away from group during field trips | • Vandalism |
| • Hurting others | | |

Other offences not listed will be at the discretion of the coordinators and supervisors of the WGRC Camp. Aggressive behavior and bullying will not be tolerated. Behavior of this nature will result in immediate termination from the program.

We ask that all parents read through and discuss the above information with their campers and sign the Code of Conduct Form. We also ask that the parents realize that their child's behavior determines what the camp will allow him/her to do and to fully support our behavior policies.

- Our staff will immediately investigate all incidents. Counselors are asked to send major or continual behavior problems to the director and then he/she will deal with these particular problems. Should a child's behavior be deemed inappropriate, the camp staff will handle the situation with appropriate discipline actions, which can include "timeouts" from the group.
- We will, when necessary, bring serious problems or recurring difficulties to the parent/guardian's attention and seek resolution.
- Reparative problems will result in immediate pick up of the camper or keeping your camper home from camp on a day decided by the director.
- Any child who does not or cannot respect his or her fellow campers, our staff, the environment, and/or the entire camp community and who does not respond to our intervention will be dismissed from WGRC Camp immediately and permanently. There will be no refunds in the event of a dismissal.
- All situations are handled on a case-by-case basis. These policies may change at the discretion of the Director and WGRC Executive Board.

Camper Handbook 2018

MIDDLE SCHOOL DAY CAMP

Middle School Camp

The Middle School Camp is a camp within our traditional camp designed especially for children entering 6th, 7th, and 8th grades. The Middle School campers will enjoy their own campsite and covered pavilion adjacent to the traditional camp. College aged counselors will supervise the children in age appropriate activities.

Apparel

Each camper is required to wear a WGRC gray t-shirt on all field trips. The t-shirt is labeled with the Camp's address and phone. T-shirts can be purchased from the Camp Director.

Field Trips

The campers may go on a weekly field trip off-site. West Geauga School busses will provide transportation and the children will be supervised by counselors and an adult. Field trips are designed to provide campers with age appropriate activities away from the traditional camp and offer opportunities to learn new skills and enjoy the thrill of adventure.

The fee for each camper that participates in the field trip is \$10.00. Parents will need to sign a field trip permission slip. Details describing that week's field trip will be sent home each week. Safety is our number one priority. The following items will be available on each field trip: roster of staff and children, destination information, field trip plan, first aid supplies, as well as Registration and Health Medical forms for each child. The children will be instructed, prior to the trip and at the location, the activities and rules. There will be an adult accompanying the counselors and children on each trip. The adult and counselors will each be equipped with cell phones.

Most of the field trips are structured activities, however, when the children are allowed to be on their own, they will be paired or put in small groups with a counselor. No child will be permitted to participate in an activity alone. The children will be instructed at each field trip site where to meet and scheduled check-in times. Children that do not comply with the rules will spend the day with the adult supervising the trip. Children that consistently do not follow the rules will not be permitted to attend field trips.

Some field trips take place outside and require dry, warm weather to be successful. If the weather does not cooperate, the field trip will be canceled and alternate activities planned at the Camp. Field trips have to be scheduled in advance and cannot be rescheduled. Field trips are included in the Camp registration fee and no refunds will be given when field trips are cancelled.

Money that is brought on the field trip is the camper's responsibly, NOT the counselor's.

Camper Handbook 2018

General Information

- Please keep a copy of all of your camp paperwork for your records. For your convenience, WGRC's tax ID number is included on all registration forms.
- The camp phone number is (440) 729-7664. This number is only active during camp hours. If no one answers the phone, please leave us a voice mail and someone will call you back.
- Please check out our website for more information, <http://www.wgrc.org>.

Get Ready for a FUN SUMMER!!!





WGRC DAY CAMP CODE OF CONDUCT

The West Geauga Recreation Council Summer Day Camp is committed to making the camp environment safe and fun for everyone. Accordingly, all campers and their parents are required to sign this Day Camp Code of Conduct to demonstrate their understanding and compliance with WGRC Day Camp’s behavior expectations from every child. We urge you to review the complete camper’s Hand Book closely with your child. It can be found online at www.wgrc.org.

WGRC CAMP PARTICIPANTS ARE REQUIRED TO:

SHOW CARING FOR:

1. The camp by leaving it as I found it.
2. How others feel
 - I will think about the consequences of my words and actions.
3. Others before myself
 - I will show compassion, help others and be a member of the camp team.

SHOW HONESTY BY:

1. Playing fair
 - I will have integrity “Everyone plays, everyone wins.”
2. Telling the truth in my actions as well as in my words.
3. Being forgiving, fair and trustworthy.
4. Letting a counselor know if there is something that I do not understand.

SHOW RESPECT FOR:

1. My counselor and camp staff.
 - I will listen to them. They will guide me well.
2. Other campers
 - Appreciate and enjoy our differences.
3. Other camper’s property.
4. Others by being courteous and understanding.

SHOW RESPONSIBILITY BY:

1. Following all camp rules, all the time.
2. Listening to my counselors and camp staff.
3. Keeping track of my belongings.
4. Thinking before I act.
5. Speaking and behaving appropriately to everyone.
6. Doing my best and trying my hardest.

NOTE: It is not possible to anticipate every possible situation that may arise. In the absence of a particular situation or a activity not listed above or on website, COMMON SENSE AND COURTESY SHALL PREVAIL. CONSEQUENCES: Our staff will immediately investigate all incidents. Should a child’s behavior be deemed inappropriate, the camp staff will handle the situation with appropriate discipline. This includes “timeouts” from the group and notifying the parent(s). Furthermore, any child who does not or cannot respect his or her fellow campers, our staff, the environment, and/or the entire camp community and who does not respond to our intervention will be dismissed from WGRC Camp immediately and permanently. There will be no refunds in the event of a dismissal.

I/we understand and agree with the above day camp code of conduct and the online camper handbook, including the consequences for violating it and all other day camp rules and policies. Any questions I/we have relating to this day camp code of conduct have been answered to my/our satisfaction.

Camper’s
Printed Name: _____

Camper’s
Signature: _____

Parent/Guardian’s
Signature: _____

Date: _____