

WEST GEAUGA RECREATION COUNCIL

SUMMER
DAY CAMP 23

2023 CAMPER HANDBOOK

Table of Contents

Who We Are	3
Location	3
2023 Schedule	3
Admission Policy	4
Basic Camp Requirements	4
Registering for Camp	4
Photography & Media Release	5
Rates	5
Payment and Receipt Policy	6
Refund Policy	6
General Camper Information	7
Health & Safety Policy	8
Daily Camp Drop-off/Pick-up	8
Extended Care	9
Middle School Day Camp	9
Discipline Policy	10
Code of Conduct	11
General Information	12

Who We Are

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. You do not need to be a resident of Chesterland to attend our camp.

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 (the phone is only monitored during camp hours). 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 4:00 p.m.
- Extended Care is available. Before care will be provided from 7:00 a.m. – 9:00 a.m. and after care from 4:00 p.m. – 6:00 p.m.

2023 Schedule

Week 1	June 5 – June 9
Week 2	June 12 – June 16
Week 3	June 19 – June 23
Week 4	June 26 – June 30
Week 5	July 3 – July 7 (camp is closed Tuesday, July 4. Weekly rate will be prorated.)
Week 6	July 10 – July 14
Week 7	July 17 – July 21
Week 8	July 24 – July 28
Week 9	July 31 – August 4
Week 10	August 7 - August 11

Admission Policy

- Enrollment is based on a first-come, first-served, basis. Residency is not a requirement for camp admission. Parents/guardians must register their child(ren) through WGRC's online registration at www.wgrc.org/day-camp or in person at camp.
- WGRC does not discriminate in enrollment of children based upon race, color, religion, gender or national origin.
- A child's continued enrollment is conditional on both the parents and child's adherence to all of the policies and procedures of the program.

Basic Camp 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 14 years old on the first day of camp.
- Children must be able to participate without individualized attention or aid.
- Campers must be able to show self-control and safely function.
- Campers must be able to feed and dress themselves.
- Campers must be independently mobile.
- Campers must be able to dress themselves.
- Campers must be potty-trained and able to use a port-a-potty.
- Campers must be able to follow simple 3- to 4-part directions.
- Campers must be able to communicate with others.

Registering for Camp

Register online at www.wgrc.org/day-camp. Please double check each form to make sure all information provided is correct on an annual basis. Parents are responsible for updating the camp with any changes during the summer.

Photography and Video Release

I hereby authorize WGRC, its agents, and employees to use the photographic/video image or likeness of the registered child for the use and benefit of the WGRC in its publications, marketing, and promotional materials.

Opt Out

You must email us at camp@wgrc.org with a statement that you want to opt out of the policy, including the registered child's name, and a photograph of the child (to help us identify him/her).

Rates

Day Camp Grades K – 8

Per Week 1st Child	\$180
Additional Children	\$162
Per Day 1st Child	\$41
Additional Children	\$36.90

Extended Care

	Weekly Rate	Daily Rate
Morning Only	\$50.00	\$11.00
Afternoon Only	\$50.00	\$11.00

Payment Policy

On-line registrations will receive an email receipt. Please keep a copy of all completed forms to use as your receipt and for tax purposes. The WGRC Tax ID# (34-6540802) is included on all registration forms.

- Register EARLY to hold your child's place in the week(s) of your choice. The registration process must be completed including payment or deposit toward a payment plan before a child's place is considered secured.
- The multiple child discount only applies to children of the same immediate family for regular camp hours only. This discount does not apply to extended care or swim lessons.
- Payment and medical forms must be received before the child attends camp.
- 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. See refund policy below.

Refund Policy

Refunds/Cancellations

All registrations for the WGRC Day Camp are non-refundable/non-cancellable and the payment method provided will be charged the full amount at the time of the registration or according to the payment plan selected.

Requests for Modification

Requests to modify registration dates are subject to availability at the time of the request. Any request to modify your registration date must be received a minimum of 48 hours prior to the original registered date.

General Camper Information

- Please send children in outdoor, comfortable clothing and closed toe shoes that can become dirty or stained. Boots are recommended for muddy conditions.
- Weather permitting, campers will swim daily. Please send a bathing suit and towel in a backpack with your child.
- Each camper may wear a group color-coded t-shirt daily. WGRC will provide each camper one shirt. You may purchase additional shirts at the camp store located in the Director's cabin. 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 – Gray
- 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.
- 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: Cell phones, Gameboys, iPods, trading cards, and figurines, etc.

Lunch/Snacks

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

Health & Safety

Staff members always have immediate access to a working telephone located in the Director's Cabin and the pool house. In the event a child needs emergency transportation, EMS will be accessed by calling 911. In the event of a minor incident or injury, first aid will be administered, and the parent will be notified. 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
- Notify parent/guardian. If unavailable, staff will obtain information on the Emergency Health & Medical form and contact those persons listed.

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.

Camp Drop-off/Pick-up

Morning Drop-off

- Children are to report to their campsite with their Counselor no earlier than 8:55 a.m., unless the child is attending extended care.
- 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 (phone is only monitored during camp hours) or email camp@wgrc.org to report his/her absence.

Afternoon Pick-up

- 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 during the camp registration process. Absolutely no exceptions will be made without prior written communication from 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 you need to pick up your child early, please notify your child's counselor in the morning as this allows us to make arrangements to have your child ready on time.
- Parents must pick up their children by 4:00 p.m. unless signed up for extended care. At 4:15 p.m., the child will be placed in Extended Care and the parent/guardian will be responsible for the extended care drop-in fee.

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 4:00 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.
- Extended Care will be held at the Day Camp Pavilion, except in the event of inclement weather when it will move to the West Geauga Middle School Gym or Cafeteria.
- All campers must be signed in and out of morning care and after care by a custodial parent or guardian. **Campers are NOT able to sign themselves in and out.**
- Children arriving to camp prior to 8:55 a.m. will be charged for morning extended care.
- Any camper not picked up by 4:15 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.

Middle School Day 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. 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. WGRC will provide each camper one shirt. You may purchase additional shirts at the camp store located in the Director's cabin.

Field Trips

The campers may go on a weekly, off-site field trip. This year, there will not be a field trip during weeks 1 and 10 of camp. West Geauga School buses will provide transportation and the children will be supervised by camp staff. 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.

Parents will need to sign a field trip permission slip for each outing. 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 of the activities, and rules.

Parents may send additional spending money with their middle school child for field trips. Money that is brought on the field trip is the camper's responsibility, NOT the counselors.

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 are scheduled in advance and cannot be rescheduled.

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 ensure safety and positive experiences for all the children in the program. Therefore, it is not possible for us to handle severe behavioral problems.

It is not possible to anticipate every situation that may arise. All situations are handled on a case-by-case basis. These policies may change at the discretion of the Summer Day Camp Director and WGRC Executive Board. The following offenses are subject to punishment, up to and including removal from camp.

- Bad Language/profanity
- Leaving camp area
- Stealing
- Defiance of counselors
- Lying
- Vandalism
- Harassment of others
- Running away from group during field trips
- Aggressive behavior
- Hurting others
- Repeated soiling of clothes
- Bullying
- Drug or tobacco possession/use, including vaping
- Possession of weapons
- Inability to follow camp minimum requirements

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. Repetitive problems will result in immediate pick up of the camper or keeping your camper home from camp on a day decided by the director.

We ask that all parents read through and discuss the information below with their child/ren before electronically signing the Code of Conduct form during online registration. We also ask that families realize that both parent and child behaviors determine what the camp will allow him/her to participate in. Any child or parent/legal guardian 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.

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 during the electronic registration process to demonstrate their understanding and compliance with WGRC Day Camp's behavior expectations from every child.

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 be kind, show compassion and help others.

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.

General Information

- Please keep a copy of all of your camp paperwork for your records. For your convenience, WGRC's tax ID number (34-6540802) 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.
- Check out our website for more information, **www.wgrc.org**.
- Per Ohio Revised Code, day camps must provide the following information to all families. If a family has a complaint about camp, they can contact:
 - o Geauga County Health Department – 440-279-1914 - info@geaugacountyhealth.org
 - o Geauga County Job and Family Services – Public Children Services Agency – Child Social Services Division – 440-285-9141