

2024 SUMMER CAMP
PARENT HANDBOOK



Welcome!

Welcome to Prairie Township Community Center's 2024 Summer Camp programming. We are looking forward to another exciting summer full of fun and friendships.

We are currently busy planning an amazing summer camp experience for your children. We want to begin the communication process to provide the necessary information to help you determine your child's summer plans. We understand this can be a daunting experience, so we want to simplify the process as much as we can for you.

2023 brought exciting new opportunities, and challenges for us at the Prairie Township Community Center, and we have been working since August to expand upon those opportunities!

Our focus is on providing an age-appropriate, **FUN** camp experience for your child, developmentally specific to their needs, with positive peer connections that build respect and social skills along with fine and gross motor development. We are so excited to continue these summer camp experiences in 2024!

Thank you for choosing our camp and allowing us to share in your child's summer experience.

Vic Woodward

Recreation Program Supervisor

vwoodward@prairietownship.org

(614) 982-2125

Camp Philosophy and Goals

Prairie Township Community Center Philosophy

The Prairie Township Community Center maximizes the lifelong benefits of recreation, learning and the arts by delivering innovative programs, inclusive activities, excellent facilities and services to enhance the quality of life throughout the community.

Camp Goals

- Embrace the diversity, needs and inherent worth of each individual
- Maintain the safety and well-being of camp participants and staff
- Develop campers' independence, self-esteem and peer relationships
- Teach the importance of a healthy, active lifestyle
- Develop an appreciation of the arts
- Develop an appreciation of the outdoors

How do we accomplish our goals?

Our camp goals, policies and procedures guide everything that we do each day at all of our camps. These goals, policies and procedures provide for the safety and well-being of each camp participant and staff and make our programs a better place to play. Our policies guide: sunscreen use, medication distribution, emergency procedures, behavior management and much more because we want each child to feel safe, comfortable and happy while in our care. We rely on The BARR Model* and The Search Institute's 40 Developmental Assets** to guide most of our programming because these research-based institutions set the standard for community based learning and recreation. Additionally, we staff our programs with qualified and competent counselors so that each child gets the support and guidance that he needs to be successful in our program. Children learn about healthy lifestyles, the arts and the outdoors in their camp activities each week. We value working hard to give each child a fun and educational summer!

* For more information about the BARR Model visit: <https://barrcenter.org/about-barr/barr-model/>

** For more information about The Search Institute's 40 Developmental Assets visit: www.search-institute.org

Camp Description

Monday, June 3 – Friday, August 9th

No Camp June 19th, July 3rd or 4th

Prairie Township Community Center's Summer Camp is a traditional, full day camp experience that revolves around the arts, health, wellness, physical activities and nature/science exploration. Campers are engaged in a variety of structured indoor and outdoor, age specific activities each day. Camps include field trips, outdoor water days, and weekly swimming.

Ages: 6 – 12 years

Times: 8 a.m. – 6 p.m.

Locations:

TBD SWCSD Elementary School

Prairie Township Community Center

5955 W Broad St. Columbus, Ohio 43119

Camp will be held at PTCC the weeks of July 29th and August 5th.

Fees:

Daily Rate: \$165/week Resident | \$190/week Non-Resident

We have changed how registration works this Summer! Registration for PTCC's summer day camp will be per week. WEEKLY REGISTRATION IS THE ONLY WAY TO GUARANTEE YOUR CHILD A SPOT IN CAMP! A payment plan is available for participants who sign up for at least 5 weeks of camp.

A minimum payment of \$500 is due at the time of registration, and the remaining balance will be divided into bi-monthly payments. The total balance must be paid by Monday, May 13th 2024. In the event that camp fees are not paid in full by May 13th, 2024 the Prairie Township Community Center reserves the right to cancel enrollment, with no refund given.

When signing up for all 10 weeks of camp, a discount of \$165 for residents, or \$190 for non-residents will be applied, giving you a week of camp for free!

Activities at Camp

Activities at Camp: Prairie Township Community Center's Summer Camps provide daily programming to our campers, based on the importance of health and wellness within our community. Camp staff are required to provide daily programming that promotes a foundation for health and wellness through sports and games, arts and crafts, outdoor education/science/nature, camp clubs, and character education. Camp staff encourage children to participate in all camp activities and try to motivate them to participate in active play for at least 60 minutes per day.

The following list includes common activities that occur at camp throughout the summer. Activities may take place daily, weekly or periodically during the summer. Keep in mind, this is not a comprehensive list, some activities may take place that are not listed.

Active Play: 4 square, basketball, dancing, dodgeball, football, hula hooping, jump rope, jumping, kickball, running games, running races, scooter games, skipping, soccer, softball, swimming, ultimate Frisbee, walking.

Arts & Crafts: Clay/ceramics, cutting with scissors, drawing, fuse beads, oil pastels, painting, paper mache, papermaking, textiles, tie-dye, use of glitter/sequins/feathers, use of glue/adhesives, use of various tapes.

Miscellaneous: Carnival games, plays/skits, reading, singing, talent show, water balloons, water play (sprinklers/hoses/baby pools/water guns).

Outdoor/Science: Animal identification, basic physics, basic survival skills, chemical reactions, fishing, gardening, hiking in wooded areas, insect identification, plant identification, rope making, shelter building, solar ovens.

Attendance/Pick Up and Drop Off

Sign In/Sign Out Procedures: For your child's safety, each child must be signed in at camp each morning and signed out every evening by an authorized adult. Persons authorized to sign a camp participant in and out of camp must be 18 years of age or older and named as a parent/guardian or as an authorized pick-up. Camp Staff are not permitted to be listed as an authorized pick up or emergency contact for your child/ren.

Camp staff reserve the right to call another authorized pick-up or local law enforcement, if staff believe a camper could be in danger. Examples of this may include alleged abuse, a parent showing any signs or symptoms of extreme illness, intoxication, etc.

ALL parents and authorized persons must have photo identification to sign-in and sign-out a participant from camp—no exceptions. When picking up or dropping off your children, please adhere to posted speed limit and parking signs at the Prairie Township Community Center, and Alton Hall Elementary School.

Campers Participating in Activities Outside of Camp: If your child is enrolled in specialized activities, specialty camps, tutoring, swim team, or other programs that occur during operating hours, the parent/guardian or a listed authorized pick-up person, must come into camp and sign-out the child. If the camper is returning to camp on this same day when the specialized activity or program is complete, the child must be signed back into camp. Camp staff may not assist in the transportation or logistics of getting a camper to/from any specialized activity, program, or other camp.

Absences: Refunds or credits cannot be granted for missing camp due to illness, lice, behavioral concerns, or other unforeseen emergencies or situations. Camp staff will NOT call parents/guardians if a child does not attend camp. Parents may call their child's camp site (phone numbers available when camp starts) and inform them of their child's inability to attend, but it is not required of the parent.

Parking During Drop-Off & Pick-Up: For the safety of our camp families, please adhere to posted speed limit and parking signs at the camp site locations upon drop-off and pick-up at camp. All camp families are asked to park in a parking spot out in the lot rather than pulling up at the curb, and in a fire lane. The reason for this is SAFETY. We have many families with small children and are not easily visible when walking to the parking lot – having to walk in between stopped cars causes more opportunities for someone to get hurt. We also see an increase in traffic backup due to the cars at the curb, reducing the space for all patrons to walk and for emergency vehicles (when needed) to pull up.

Parent Access and Participation: Parents/guardians of children enrolled in our camps have unlimited access to our programs during operational hours for the purpose of contacting their child and/or evaluating the premises and/or the care provided. Upon entering the site, parents must sign-in as a visitor and notify the camp staff of his/her presence.

Parents are free to contact the Recreation Supervisor to discuss any concerns or offer suggestions about our programs. Your input is encouraged and greatly appreciated.

Camp Hours: Our camps follow the strict hours of operation as listed in the camp description (8:00 a.m. – 6:00 p.m.). Children are not permitted to be dropped off prior to the start time and children must be picked up when the program ends. It is the responsibility of the parent to make every effort to pick up their child/ren before closing time. Facility space may be needed for other activities and our camp staff has other commitments, so we appreciate your support in making sure these times are upheld.

Late Pick-Up Fees: A flat fee of \$50.00 will be assessed to any individual picking up a camper later than five minutes after the program end time. In addition to the flat \$50.00 fee, a fee of \$2.00 per minute will be assessed. For example, a child picked up at 6:15 p.m. (6:00 p.m. end time) will be assessed the flat \$50.00 fee plus an additional \$20.00 for the 10 minutes between 6:05 p.m. and 6:15 p.m. (bringing the total to \$70.00).

Payment of Late Pick-Up Fees: Payment of all fees can be made on site during drop off or pick up, by phone by calling the PTCC front desk (614) 982-2121, or in person at the Prairie Township Community Center. Camp participants will not be permitted to attend camp until all fees are paid.

Camp Staff Requirements and Staff/Participant Ratios

Camp Staff Requirements: Each of our Camp Staff members is required to submit an online application and resume and attend an interview with our Recreation Supervisor. Staff are selected based on their ability to show us they can provide our campers with a safe, fun, and engaging environment for the duration of the camp season. All camp staff must meet the following minimum requirements to be employed by Prairie Township Community Center as a Summer Day Camp Leader:

- At least 16 years of age
- Successful interview
- Negative drug screen
- No record in the National Sex Offender Database
- No criminal record on BCII background check
- Current CPR/First Aid/AED Certifications for Adults, Children & Infants
- Completion of staff orientation which focuses on Risk Management, Safety, Behavior Management, Group Management, Child Development, Best Practices

Camp Staff/Participant Ratios: Staff/participant ratios are based on the recommended ratios set by our Recreation department and the American Camp Association. The ratios must be followed at all times during Prairie Township Community Center Summer Camps. The ratios are as follow:

- 5-8 year-old participants: 1:8
- 9-12 year-old participants: 1:10
- Ages 5 and up for swimming: 1:8

There should always be two staff members with a group of camp participants, unless they are in an area near other groups and have easy accessibility to get help in the event of an emergency. Camp Staff may never be one-on-one with camp participants when not in sight of others. The following are the only exceptions:

- At the pool, Camp Staff are responsible for monitoring camp participants in their designated area and should request help if their area becomes overcrowded.
- During pre/after care hours, Camp Staff are responsible for monitoring the children in their assigned area and should request help if their area becomes overcrowded.

Staff vehicles are not to be used to transport campers. Campers are prohibited from entering a staff member's vehicle for any reason.

Behavior Management Policies

Our behavior management policy is based on the understanding that children need clear expectations explained in ways that they understand. Our goal is to remain positive while reinforcing acceptable behavior and learning as a natural part of a child’s growth and development. Camp Staff are required to know how to manage and modify behavior using the following plan and understand the importance of consistency. The Recreation Supervisor and Recreation Director have the final authority in any disciplinary action with a camp participant.

Behavior is managed through clear and consistent expectations, behavior modification guidelines, conflict resolution techniques, logical consequences, camp staff/family discussions and, in extraordinary situations, removal from camp.

Sharing Camp Rules

In addition to verbally reinforcing camp expectations on a regular basis, all camps are required to post camp expectations in each activity space as a visual reminder. You must proactively reinforce desirable behaviors to prevent problems and bullying from arising in the first place, and to teach campers to recognize and set personal boundaries.

Rule	Meaning	Expectation	Examples
I am Safe	Safe means “free from threat of danger, harm of loss”	<ol style="list-style-type: none"> 1. I feel safe at camp 2. I use my body, and my words in ways that are safe for myself, others, and the environment 	<ol style="list-style-type: none"> 1. Keep hands and feet to self 2. I am kind 3. I stay with my group
I am Respectful	Respectful means “Showing care for how a person’s actions may affect others”	<ol style="list-style-type: none"> 1. I am treated with respect 2. I treat others with respect 	<ol style="list-style-type: none"> 1. I follow directions 2. I clean up after myself 3. I ask for help if i need it
I am Brave	Brave means “Fear does not hold us back from trying new things, developing our skills, and doing what is right.”	<ol style="list-style-type: none"> 1. I am open to trying new things 2. I speak up if I see something that seems wrong 	<ol style="list-style-type: none"> 1. I try new activities 2. I include people who are different from me 3. I ask for help if I do not understand something



Conflict Resolution Model

In the event that campers, or even staff members feel they are upset, angry, or frustrated with other campers, or staff members we encourage them to use the conflict resolution model posted in each activity space. as a visual reminder for campers and staff. This tool helps teach campers and staff appropriate ways to manage their own conflict on a regular basis.

1. Tell the person what you did not like
2. Tell the person how it made you feel
3. Tell the person what you want in the future
4. The person responds with what they can do

Unacceptable Behaviors at Camp

The following behaviors are unacceptable at camp, and will result in immediate, and logical consequences.

- Refusing to follow camp expectations
- Using profanity, vulgarity, or obscenity
- Theft of damage of property (personal, school, or PTCC property)
- Refusal to participate in activities, or cooperate with staff
- Disrupting a program, game, or session
- Leaving an area without permission
- Endangering the health, safety, or wellbeing of a camper or staff member
- Use of illicit drugs, alcohol or tobacco, or sexual conduct of any kind
- Teasing, making fun, or bullying other campers or staff members
- Physical violence, threat of physical violence, or fighting of any kind

Logical Consequences

Logical consequences are the natural outcomes that result from a camper's actions with others or property. Following through on logical consequences means that you guide campers to take responsibility for any harm caused or damage done. The intent is to teach your campers that every action has a reaction. Consequences should be immediate, and if necessary, include a brief and simple follow-up discussion when the camper is calm. Please document all undesired behaviors in the ABC log, and document consistent behavior concerns on an incident report form.

Our campers are developing morally and increasing their awareness of how their actions affect others. You have an opportunity to strengthen the connection between campers' choices and their values. After making an unsafe or inappropriate choice, reflecting on the harm caused and what other options were possible can help a camper understand the range of possibilities in their decision-making. Small choices become a dress rehearsal for bigger moments in later years when campers begin to experience peer pressure and need to make decisions about their personal health and wellness.

Physical Altercation and Anti-Bullying Policy: If a child intentionally causes physical harm to another child, Camp Staff, facility or vehicle he/she may be dismissed from for a minimum of the remainder of the camp day. A parent may be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting between the camp family, Camp Director and Recreation Supervisor may be requested. It is policy to remove ALL participants involved in physical altercations regardless of who started the altercation.

If a child is dismissed due to a physical altercation or behavioral issue, refunds, credits and transfers are not provided due to the investment in camp staff and supplies that have already been planned for and purchased.

Bullying is a serious infraction that is prohibited at PTCC Summer Camp. All camp staff are responsible for creating a camp environment that is safe and welcoming for everyone, teaching campers how to identify and report bullying and celebrating all characteristics that make individuals unique. Our staff use conflict resolution techniques to guide discussions and resolve conflicts, if appropriate. Bullying cases are managed on an individual basis, and a decision about future participation will be made after a meeting with the camp family, Camp Staff and Recreation Supervisor.

Camper and Parent Code of Conduct

Camper Code of Conduct

In order for all recreation program participants to have a safe and enjoyable experience, all participants must demonstrate good behavior and respect for themselves as well as others. Please review these expectations with your child before his/her first day at camp:

As a Prairie Township Community Center Summer Camp Participant, I agree to abide by the following camp rules:

1. Respect the other campers and never bully another camper.
2. Respect the property of others.
3. Not bring to the camp, nor have in my possession, any object that would be harmful to others.
4. Keep my hands to myself: no pushing, hitting, or inappropriately touching a fellow participant.
5. Respect and follow the instructions of all camp staff and volunteers.
6. Stay with my group or in my designated play area at all times.
7. Play games in a fair manner by demonstrating sportsmanship and encouraging fair play.
8. Be honest with myself and others.
9. Wear closed-toe shoes and proper clothing for scheduled activities.
10. Respect the buildings, parks and equipment. I will take care of the buildings, equipment, and outside areas where we do our activities.

I understand that if I do not follow these rules, my parent/guardian will be notified. Serious behavior problems or repeatedly breaking the rules will result in disciplinary action and may result in expulsion from this program.

Campers are required to agree to this Code of Conduct as listed above.

Parent/Guardian Code of Conduct – At Camp

Parents/guardians and camp participants should thoroughly read and abide by the Parent & Camper Code of Conduct. The Parent/Guardian Code of Conduct establishes clear guidelines for parents/guardians regarding interactions with children (other than their own), other parents and camp staff. The Parent Code of Conduct explains the expectations we have for our parents and we ask that you become familiar with the following guidelines:

1. Parents/guardians shall read and be responsible for all sections of the Parent Handbook.
2. Parents/guardians shall read and be responsible for the contents of the weekly camp email update you will receive.
3. Parents/guardians shall refrain from touching or physically contacting any child in the camp program other than their own.
4. Parents/guardians are not permitted to verbally insult, harass, or interrogate any child, parent or staff in the camp program.
5. Parents/guardians should always approach a staff member when they have a concern regarding another camper's behavior and/or interactions at camp. Failure to abide by any of the guidelines listed above will result in a meeting with the Camp Staff and/or Recreation Supervisor and possible removal from the camp program (parent/guardian and/or campers).

Medical and Medication Procedures

Medical Procedures: All regularly scheduled camp staff must have a valid CPR/First Aid/AED certification for adults, children, and infants in order to be employed by the Prairie Township Community Center. Camp staff are prepared to use basic first aid skills on a daily basis to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play. For specific Medical Standing Orders, please contact the Recreation Supervisor at vwoodward@prairietownship.org or by phone at (614) 982-2125

Camp Staff is expected to manage injuries and accidents as follows:

1. Camp Staff is authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply Band-Aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Forms, provide more advanced first-aid (within the scope of training) as requested by parent/guardian when accompanied by physician's instructions (assist with epi pen, etc).
2. Camp Staff is expected to call either a child's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
3. Camp Staff is expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc.) at all times when dealing with ANY medical situation.
4. Accident/Incident Forms will be completed after any treatment is provided and notes will then be recorded in the ABC log.

Medication Policies: All medications (including over-the-counter or nonprescription drugs) taken routinely **MUST BE LISTED ON A CAMPER'S HEALTHCARE FORM AND SUBMITTED TO CAMP STAFF**, to be dispensed at any Prairie Township Community Center program. Parents also must check in all medication with the Day Camp Director or Assistant Day Camp Director. Parents/guardians are requested to bring enough medication to last the entire time at camp. Medications **MUST** be kept in the original packaging/bottle that

identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of use. **Our camps will not accept or dispense any medications not in the original packaging/bottle.**

Medications that meet the above guidelines will be dispensed in the following way:

1. All medications received by camp staff at sign-in will be stored in the medication lock box (refrigeration available upon request) and dispensed by the Camp Director or Assistant Camp Director, according to the child's Medication Log and physician's instructions.
2. Time sensitive medication (epi-pen or inhaler) must be kept in a secure, accessible location at the site. During a swim trip, or field trip the Camp Director or Assistant Director attending the swim trip or field trip will sign-out time sensitive medication and place it in the First-Aid backpack. When returning to the site, all medication must be signed back in.
3. The camp staff member dispensing the medication will document the date/time/dosage that the medication was given on the Medication Log.
4. When returning from an off-site location, all camp counselors who dispensed medication off-site should update the Medication Log and return all medications to the lock box immediately upon returning to the campsite.
5. Parent/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate, and then sign their camper back into the program.

If a camper brings medication to camp that is:

- Not listed on the Health Care Form
- AND/OR does not meet the above guidelines
- AND/OR is not submitted to camp staff (camper keeps in backpack or lunch bag)

The campsite will store the medication in the locked medication lock box until a parent/guardian is able to retrieve it and it will NOT be dispensed to the camper. In the case that said medication is necessary for the health and well-being of the

camper, the parent/guardian will be asked to come and dispense said medications (see 5).

Control of Communicable Diseases and Pests: When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the Camp Director and Recreation Supervisor have the authority to exclude or isolate the camper within sight from the group. Campers with the following symptoms must be sent home and remain at home until they are symptom - free for 24 hours without the benefit of over the counter medications. For more severe illnesses, the re-admission criteria may be longer and require a physician note to return to camp.

- Fever 100 degrees or higher
- Vomiting
- Diarrhea
- Difficulty breathing
- Severe cough
- Purulent (pus) eye discharge, pain or swelling
- Evidence of lice, scabies or other parasitic infections
- Evidence of a rash, red streaks or discharge from a bug or tick bite
- Skin problems such as rashes, boils, fungal or other infections
- Severe lethargy

Campers with evidence of lice are not permitted to return to camp until they are determined to be free of lice and nits. Upon completion of treatment, parents must submit appropriate documentation (such as certificate from the lice treatment center, pediatrician note, receipt of remedy) in order for their child to return to camp or program). Treatment of the home environment is also recommended. Children with scabies are also not permitted to come to camp until treated and re-checked.

If the camper has developed a suspected communicable disease or any member of the immediate household has a communicable disease, we ask that the parents or guardians notify camp supervision.

If a family has traveled outside of the United States and has experienced symptoms of illness or communicable disease prior to the beginning of camp, we ask to be notified of the illness.

Communicable disease management at the camps will include hand washing and sanitation procedures as well as a sign posted at the campsite of any identified communicable disease.

For more information on communicable diseases and the guidelines for treatment and exclusion from camps, please see the Ohio Department of Health's Communicable Disease Guidelines.

Contacting a Parent for Medical Concerns: Camp staff are expected to call a child's parent/guardian for any medical situation that requires treatment other than basic first-aid (flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply Band-Aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Form). Parents can decide at this time to both pick up their child and seek medical care of their choice, or ask the camp staff to call 911 for treatment.

Camp staff is required to call a child's parent/guardian any time Camp Staff call 911 for a camp participant.

Please note that Camp Staff is expected to call 911 **first** in cases of immediate, traumatic or life-threatening conditions (broken bone that punctures skin, severe bleeding, unconsciousness, etc.)

Recognition and Prevention of Child Abuse:

Ohio Revised Code 2151.421—Reporting Child Abuse or Neglect

By state law, all agencies that provide children's programming are required to report questionable bruises or marks that are repetitious and obvious to the staff. Likewise, should a child indicate to a staff member that abuse, either physical or sexual, is happening to them it is our obligation to report the discussion to

Franklin County Children Services. If staff suspect abuse, they will inform the Camp Director and Recreation Supervisor who will discuss and evaluate the evidence with the Recreation Director. Recreation Services administration will then call local law enforcement to investigate and report any claims of abuse.

Mental and Emotional Health at Camp

In order to create a camp culture that values mental health, the PTCC utilizes the Acknowledge, Care, Tell protocol for responding to campers who show signs of mental and emotional distress. Prairie Township Community Center takes all threats regarding self-harm or harm to others seriously; there are no exceptions to this policy. Our camp staff are not trained professional mental health providers. Our staff are required to maintain professional relationships with campers and parents.

If a camper expresses thoughts of self-harm, harm to others, or mental instability, the policy is as follows:

First occurrence*: Camp Staff will inform parents.

Second occurrence*: Camp Staff will contact parent to remove child from camp and request additional information regarding mental and emotional health of camper.

Third occurrence*: Recreation Supervisor and/or Recreation Director will request a meeting with parent/guardian to obtain safety plan, prepared by licensed clinical psychologist or licensed social worker, and discuss re-entry into camp.

*If at any point camp staff feel a camper has made a substantiated threat of self-harm, harm to others, or mental instability, camp staff will call 911 immediately. **Crisis Hotline: 1-800-273-8255** Nationwide Children's Hospital provides us with the National Suicide Prevention Lifeline public crisis hotline as a means of support to the community for parents, students, teachers, staff, etc.

Local Crisis Hotline: 614-722-1800

Sunscreen Application

Please help or encourage your child to apply sunscreen prior to coming to camp as we go outdoors early in the morning. Camp Staff are required to apply or assist in the application of sunscreen for each camp participant (unless the participant's legal guardian has indicated otherwise on the Health Care Form) at various increments between the hours of 9am-4pm. Based upon research and recommendations from the American Cancer Society, Camp Staff follow strict guidelines as to when children apply sunscreen regularly throughout the day.

Emergency Procedures/Inclement Weather

Emergency Procedures: All Camp Staff are charged with responding to emergencies. The general principles that govern all emergency situations apply:

1. Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
2. Do the simplest thing consistent with good care.
3. Take care of the most important conditions first – maintain open airway, control severe bleeding, and prevent shock.
4. Engage campers not involved in the emergency in low-impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).
5. If 911 is called, the camp staff person who made the call should immediately call the Recreation Supervisor to inform them of the accident/incident. All further communication with parents/media will be handled by our Recreation Supervisor and other PTCC Staff.

Inclement Weather: In the case of severe weather, camp participants will shelter inside the facility they are based out of (PTCC or Alton Hall Elementary). In the event of light rain, campers *may* continue with scheduled activities or similar activities outside. While swimming, pool staff will determine the safety of pool conditions and campers will return to their base site for shelter if necessary. In the event of lightning or thunder, campers shall remain inside for 30 minutes from the time of the last lightning seen or thunder heard.

Swimming Policies and Procedures

Swim Times/Locations:

- Campers will swim twice a week for two hours each swim time.
- Swimming will take place on Tuesdays and Thursdays of each week, with one group of campers swimming from 12:00pm – 2:00pm and the second group swimming from 2:00pm – 4:00pm
- Swimming will take place at the Prairie Township Community Center Pool
 - 5955 W Broad St. Columbus, OH 43119

Pool Day Schedule/Procedures/Policies

- **Pre-Pool**
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 - We request that if possible, campers wear their swimsuits under their clothes on swim days and bring a change of clothes in their backpack for when they return from the pool. This helps alleviate a large number of campers having to change at the same time at camp.
 - Campers may only swim in swim attire (no underwear, shorts, cut offs or fitness clothes). Campers may wear close-fitting swim shirts (long or short sleeve) provided they are designed for the water and fit appropriately (close to the body).
 - Campers who still need to change into their suits, will do so after lunch (11:30am). These campers will change in either a pre-determined restroom or classroom that is either male or female specific. A counselor will wait outside of the room until every camper has successfully changed into their swimsuit.
 - Campers are lined up and counted to ensure all campers on our attendance list are accounted for. Campers are given either a yellow (non-swimmer) or orange (swimmer) swim shirt. This is determined by a swim test given to campers on their first day at the pool (see SWIM TEST PROCEDURES below).
 - Campers either board a bus to transport them to the pool or walk to the pool if at PTCC.

- **At the Pool**

- When campers arrive at the pool, camp staff guide them to the proper area where they will lay down their towels, shoes, etc.
- On the first pool day of camp, all campers who would like to swim in the deep end must take a swim test. The swim test has a camper swim from one end of the deep end to the other with ease. If a camper passes the swim test, they are given an orange swim shirt. They will keep the yellow swim shirt on if they do not pass the test and must remain in the shallow end. See swim test procedures section outlined below for more information.
- Once campers are ready to swim, Camp Staff enter the pool first in pre-determined locations that are spread out through the pool. A Day Camp Director or Assistant Director is placed at the entrance/exit of the pool for safety, to answer any parent questions, and to sign campers in/out. Please refrain from asking any questions to camp staff in the pool, because they will be watching your children. Once the staff are in position, campers are allowed to enter the pool. Campers are allowed to sit-out and will be placed next to our Day Camp Director or Assistant Director.
- Campers are not permitted to wear flotation devices in the water unless they are in arm's length distance of an adult. Camp Staff cannot be in arm's length distance of each child as we do not provide individual care, therefore campers may not bring flotation devices to camp.
- Any camper misbehaving in the pool or attempting to access the wrong area of the pool, will be given an immediate consequence. The consequence is five minutes out of the pool for the first infraction and removal from the pool for the remainder of the day for subsequent incidents. Safety is our number one priority for all campers.
- At rest period, campers must return to the designated area and check in with a day camp counselor. At rest period, campers can lay on their towels, talk with friends, visit the splash pad (outside), or play a game in the field (outside). Camp Staff will continue to supervise campers at this time.
- Campers return to the pool at the end of rest period and once camp staff are back in their positions.

- When the period is over, campers return to the designated area and begin to dry off and pack-up. Camp Staff count the amount of campers to make sure it coincides with their original count when they arrived (plus/minus campers who have signed in/out). Once they can match their counts, they either walk back to the site in a line (Camp Staff at each end) or board the bus.
- Parents arriving at camp during their camper's swim time can drop them off or pick them up at the pool. Our Camp Staff located at the entrance/exit has a sign out sheet on hand to sign campers in and out. Please try to avoid picking them up or dropping them off at the pool right before or after a swim session, as we may be transporting the campers at that point.
- **Post-Pool**
 - When campers arrive back at camp, they will have designated rooms to change if they wish to do so. They will then resume activities at camp the rest of the day.

Swim Test Procedures

- In the event a camper has previously passed the swim test, the test **MUST** be taken, and passed at summer day camp each year to ensure the safety of all campers.
- Campers test in the deep end of the pool where they cannot touch.
- A lifeguard will be in the pool or on the deck where the camper jumps in to begin the test and will follow the camper the entire length of the pool.
- Campers must place their toes on the edge of the pool and jump in the water facing forward (the camper's head does not have to go completely under the water).
- Campers can use any swim stroke, or combination of strokes, to cross the pool. Campers must be able to swim one length of the pool without touching the lane lines, the bottom, the pool edge, the lifeguard or anything else to pass the test.
- Campers can wear goggles during the swim test.
- Campers can only attempt the swim test once each day.
- Campers can re-take the swim test on subsequent swim days. The camp staff and/or lifeguards reserve the right to deny a swim test re-take for any camper who we have observed and feel is at a significant risk in the water.

They also reserve the right to postpone re-tests if there are not adequate staff to perform them or if there is a lack of available pool space to meet test parameters.

- Parents may request that a camper is not swim tested with the understanding that the camper will be identified as a non-swimmer and only allowed access to the designated shallow water area which is separated from the deeper portions of the pool by a rope.
- Parents may request that a camper not be able to use the diving board or rock wall at the PTCC pool. Please contact the Recreation Supervisor to inform them of your request.
- Campers only need to pass the swim test once over the course of the summer to gain access to the entire pool.
- **Pool staff retains the right to revoke access to the deep end of the pool at any time, if they feel the child is unsafe in the water.**

Field Trips

- The PTCC Summer Camp will go on various field trips throughout the summer. More information on field trips will be made available the week prior to camp.
- Participants will be required to attend each field trip, if they are at camp that day.
- All camp participants and staff are transported to the designated field trip site in Southwestern City School buses.
- Children will be given a yellow or orange PTCC T-shirt on each scheduled field trip, so we can easily identify each of our campers. Field trip shirts are given to participants the day of each field trip. Although we order a large amount of shirts, we cannot guarantee an exact size for your camper.
- Specific field trip information can be found in our weekly newsletter sent one week prior to each week of camp and is available at the front desk of each campsite. Camp staff can answer any questions about our field trips.
- Children are NOT permitted to spend or take personal money on field trips.
- In the event of inclement weather field trips may be rescheduled if the possibility presents itself.

Selection of Field Trips: PTCC Summer Camps attend various field trip locations each summer camp season. Some of these public facilities may require an additional waiver for participation. Prior to choosing a field trip location, information is gathered about the facility's instructor qualifications, equipment and operating procedures.

While off site, Camp Staff are responsible for the safety and supervision, behavior management, and any health-related matters of each camp participant. If PTCC Summer Camps ever offers a specialized activity such as adventure/challenge activities, we will use facilities with trained staff and areas that meet nationally recognized guidelines for construction and maintenance.

Field trips have not yet been selected, and this sheet will be updated as soon as selections are made.

What to Bring to Camp/Lost and Found

- **BACKPACK/BAG** — Pack and label one bag for your child with all items labeled (water bottle, lunch, hat, sunscreen, extra socks, sweatshirt, etc). Please ensure all items are clearly marked with your child's first and last name.
- **LUNCH** — Send PLENTY of food for lunch and snacks. We are actively playing all day and the children get hungry. Pack a healthy, substantial, lunch with your child that DOES NOT REQUIRE REFRIGERATION. We do not provide refrigerators for camper lunches.
- **SUNSCREEN** — Make sure your child has sunscreen already applied before coming to camp. Pack an additional bottle in their bag for application during camp. Make sure it is labeled with your camper's name.
- **CLOSED-TOE ATHLETIC SHOES** — Send your camper in closed-toe shoes appropriate for active outdoor play. Old tennis shoes are best because they are already broken in and will get very dirty. Sandals, flip flops, and Crocs make everyday activities difficult and put your child at a greater risk to trip, fall, or sustain foot and ankle injuries. (Sandals, flip flops, etc. are appropriate for pool days, BUT please pack them in your child's bag) Please send your child to camp in closed-toe athletic shoes so he/she can fully participate in all scheduled active play.
- **WATER BOTTLE** — Send a refillable, plastic water bottle with your child. It is important to keep your camper hydrated throughout the entire day. We discourage drinks with high sugar and/or caffeine content as they do not hydrate your child as well as water.

SWIMSUIT/TOWEL— Dress your child in swimsuit underneath clothing on swim dates and pack undergarments for after the pool. There will be time for campers to change before and after the pool, but having them dressed beforehand decreases the amount of time needed for this. You will be provided with your child's scheduled swim days on the first day of camp. *Please check PTCC Pool Rules for acceptable items.*

What Not To Bring:

The following regulations apply to all camp staff, campers, parents, visitors and contracted instructors at all summer camps:

We respectfully request that the following items remain at home:

- Personal Sports Equipment
- Animals
- Hand Held Video Games
- Music Players
- Phones
- Cameras
- Money
- Trading Cards & Collectibles

The Prairie Township Community Center and its staff are not responsible for *any* items or money that are lost or damaged at camp. Any items brought to camp are the sole responsibility of the camper, and parents and campers should understand this policy and accept any risk before sending items to camp. If a parent requests their child bring a cellular device for emergency purposes, the cellphone must remain in the child's book bag during the camp day.

Alcohol, drugs and weapons are strictly forbidden at all camps and programs. Should any of these things be found at one of our programs the local law enforcement will be contacted immediately to remove the items and address the person who brought the items to camp.

Lost and Found Items: The PTCC, camp staff and administration cannot be responsible for lost and found items at the end of the camp season. We keep an area designated for lost and found items beside the parent sign-in and sign-out table throughout the entire week at each location. At the end of each week and on the last day of camp, the camp participants are required to look through items and claim any missing personal items. At the end of each week, Camp Staff are required to bag all lost and found items to donate in order to best prepare the space for the upcoming camp week. ALL unclaimed items will be donated immediately upon the last day of camp. It is impossible for Camp Staff to transport or store items left behind and we cannot leave items at the camp sites.

