

Greetings Parents & Guardians,

Summer is here once again and as always we are excited to get to know your child and provide a safe and fun atmosphere. The PTCC would like to welcome you to our Summer Day Camp program and provide you with some important information below that will help make this program a success. Also, attached to this letter are several forms (medication, behavior policy and procedures, etc.) that need to be reviewed, completed, and returned to PTCC staff by the end of the week.

**Drop-off/Pick-up:**

Camp will run from **8 AM-6 PM** daily. Children can be dropped off and picked up at right outside the PTCC's Prairiedise room outdoor entrance. As you approach the entrance to the community center, please turn left, and you will see "red xs" for social distancing purposes that lead to the entrance. A staff person will be stationed at the entrance from 8-9 AM and 5-6 PM for drop-off and pick-up purposes. Temperature checks will be taken daily upon arrival and symptom assessment questions will be asked. Remember, if you, your child, or your child's sibling has a temperature of **99.5 degrees** or higher you will not be permitted into the facility. Individuals must be fever free for **24 hours** before they can return to camp.

**Late Fees:**

The following late charges apply when your child is picked up after 6 PM. If you pick your child up between **6:01-6:15 PM**, a **\$15** late fee will be assessed. If your child is picked up between **6:16-6:30 PM** a **\$30** late fee will be assessed. Pick up between **6:31-6:45 PM** results in a **\$60** late fee, and pickup between **6:46-7 PM** results in a **\$100** late fee. If your child is not picked up after 7 PM, children services will be called.

**Daily Items to Bring:**

Please bring two snacks, one for the morning and one for the afternoon, a reusable water bottle with your child's name on it, a non-refrigerated, sack lunch, and sunscreen. **Please leave cell phones, toys, handhelds, and other electronic devices at home. We are not responsible for lost or stolen items, and per State guidelines we are not allowed to have a "Lost & Found" this summer.**

**Medication:**

If your child requires daily administration of medication, please complete the attached medical form and have it signed by your child's physician. If the form is not returned to us, then we cannot administer medicine of any sort. Also, medication must be in the original container. Do not send medication in a baggy. We will not administer it!

**Registration & Refund Policy:**

Camp is an essential service this summer, and you automatically be charged the weekly rate of **\$150R/\$180NR** the Sunday before each ensuing week of camp. **No refunds will be given.**

**Weekly Activities:**

At the beginning of each week, staff will introduce campers to the weekly theme, activities, and crafts that will be conducted, etc. While we will not be swimming this summer, campers will still have designated play time outside and engage in some water-related activities.

Thank you,

Prairie Township Community Center  
614-982-2121

## Late Fees

**\*The following late fees will be assessed if your child is picked up within the following time ranges below:**

6:01-6:15 PM	\$15 late fee assessed
6:16-6:30 PM	\$30 late fee assessed
6:31-6:45 PM	\$60 late fee assessed
6:46—7:00 PM	\$100 late fee assessed
After 7:00 PM	\$100 late fee assessed and children services called

## Injuries & Accident Reporting

Any injuries during the course of the day will be documented by camp staff and reported to the Recreation Supervisor within 24 hours. The Prairie Township Accident Report Form will be utilized for documentation.

### **-Minor Injuries:**

1. Wounds will be cleaned only with soap and water and a bandage applied.
2. Disposable gloves are in the first aid box and will be worn.
3. Hands will be washed immediately and surfaces cleaned.
4. All accidents or injuries will be recorded on Prairie Township Accident Report form, in ink, stating the date, time, injury, action taken and signed.

### **-In the Event of a Serious Injury or Illness:**

1. Injury will be assessed and appropriate action will be taken.
2. Emergency personnel will be called first if injury or illness appears serious, then parents/guardians.
3. Child's information form will be referred to for a list of persons having authority to pick up child. Staff will attempt to contact the parents/guardians first.
4. Prairie Township Accident Report Form will be completed.
5. If your camper is injured at camp, has engaged in conduct which resulted in a staff member having to discipline your camper, or if any "unusual" occurrence involved your camper, you will be notified at pick up with a written report detailing the event.

## PTCC Summer Camp: COVID-19 Policies & Procedures

- Social distancing requirements will reduce group sizes significantly to nine (9) children per one (1) adult. Each group will be physically separated in the PTCC gym, community rooms, and child care room from all other groups for the duration of camp.
- Drop-off and pick-up will be curbside. You will accompany your child to the check-in/out station, where temperatures and COVID-19 symptoms will be assessed for BOTH child(ren) and parent. Campers will then be escorted one at a time to their camp area within the PTCC. **Please remember to adhere to social distancing guidelines while waiting in line to drop your child off.**
- Parents are **NOT** allowed to enter into the facility to accompany their child to camp. If a parent and/or child records a temperature of 99.5 degrees or higher, they will not be permitted to attend camp that day and will immediately be sent home. According to State guidelines, individuals must be fever free for 24 hours, without the use of fever-reducing medicine before they can return.
- Rigorous handwashing procedures will take place upon arrival for the day, before lunch, after restroom use, after returning from outdoor play, prior to departure, etc. Sanitizing stations will also be available in each camp area for immediate use.
- Physical contact will not be permitted among children – no hugs, high fives, etc.
- No personal items (e.g., cell phones, Nintendo Switch Lites, etc.) are permitted at camp this summer.
- No swimming at the PTCC or field trips are permitted at this time.
- Any child exhibiting COVID-19 symptoms, such as shortness of breath, difficulty breathing, fever, chills, sore throat, muscle pain, coughing, headaches, and new loss of taste or smell will be given a face mask and isolated immediately. Parents and guardians will then be contacted for pick-up.
- If you believe you or your child(ren) have been in contact with someone who potentially has COVID-19, please call the Franklin County Health Department at 614-525-3160 for guidance. You will not be permitted to return to camp until you follow and meet their guidelines (e.g., quarantining for 14 days).

## **Conduct and Discipline Policy Prairie Township Summer Day Camp**

Thank you for enrolling your child in Prairie Township Community Center's Summer Day Camp Program. It is our intention to provide your child with a fun, safe, and secure environment. In order to ensure the quality of this program and safety of the campers, each participant must follow program rules.

**Every parent/guardian is required to read the following information to his/her camper and sign and return the conduct Discipline Policy Form to camp. (This must be on file prior to the end of the first week of camp or the end of the first week of your child's enrollment in camp, if they start after the initial start date).**

Campers are encouraged to practice those social skills that will allow them to resolve conflicts and meet their needs without the use of harmful or destructive behaviors. When disciplinary situations occur that require intervention, camp staff provides the child with clear explanations as to why specific behavior is inappropriate. They then help him/her find alternative behavior that fits within the camp guidelines of appropriate behavior. These guidelines revolve around concerns for the safety of all members in camp.

### **Summer Day Camp Program Agreement**

#### **Campers shall agree to:**

1. Follow instructions by camp staff promptly to ensure safety.
2. Show respect to all campers, staff, equipment, and property. No put downs, insults, or teasing is allowed.
3. Keep hands, feet, head, and other body parts to yourself. Fighting, hitting, theft, destruction of camp/school property, etc. WILL NOT BE TOLDERATED!
4. Not run away from staff supervision or leave the community center or school premises without parents/guardians.
5. Appropriate language and dress at all times.
6. Maintain a positive attitude and have a fun summer.

#### **Staff Discipline Response**

1. Verbal Warning
2. Time Out/Activity Privilege Withheld/Write-up.
3. 1st Parent Contact (Parent/Guardian will receive a letter outlining child's misbehavior and will be made aware of further disciplinary action that may occur if child continues misbehavior.)
4. 2nd Parent Contact (Parent/Guardian will receive another letter outlining child's second offense. Parent/Guardian will be contacted to pick up their child immediately, and the child will be suspended from camp for the remainder of the day and two (2) camp days after.)

5. 3rd Parent Contact (Parent/Guardian will receive final misbehavior letter, and will be required to pick their child up from camp. Child will be removed from the camp program and WILL NOT be eligible to return during the same season. In addition, no refund will be given.)

### **Immediate Dismissal**

Physical violence is not tolerated at Prairie Township's Summer Day Camp. Our staff reserves the right to dismiss a participant, whose behavior endangers the safety of themselves or others, thereby bypassing the disciplinary steps outlined above.

#### **Immediate Dismissal Examples:**

Any child who brings a weapon to camp (pocket knife, blade, etc.) will be immediately removed from the program.

Any child who makes a credible threat to hurt himself or others will be removed.

Any child who *seriously* harms himself or another will be removed (physical, and/or verbal abuse).

Any child who verbally or physically abuses staff will be removed.

### **Behavioral Incident Reports**

For any serious incident that occurs at camp, an incident report will be immediately completed by camp staff, the Recreation Supervisor will be notified of the incident, and the report will be furnished to parents/guardians for their review, upon picking up their child.

### **Parent Conduct and Process of Dispute**

As the program staff seeks to treat the parents and their children with respect, parents and guardians are also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response.

All program and/or staff issues, comments, or concerns should be directed to the Recreation Supervisor, not the camp staff. If the parent is not satisfied with the response by the Recreation Supervisor, the parent may request an appointment to meet with the Recreation Director.

I have discussed the rules and consequences of the Conduct & Discipline Policy with my child/children, and they understand what is expected from them at camp.

\_\_\_\_\_  
Camper's Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Prairie Township Community Center Pick-Up Authorization/Emergency Contact Form

The following people are authorized to pick-up my child from the Prairie Township Community Center Summer Day Camp Program. I understand that my child will be allowed to leave with these individuals only. Identification will be required.

Child's/Children's Name(s): \_\_\_\_\_

(Parents/Guardians, please include yourselves)

**Authorized Person #1:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Authorized Person #2:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Authorized Person #3:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Authorized Person #4:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**\*Name of persons NOT allowed to pick up my child/children:**

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Prairie Township Community Center  
5955 West Broad St. / Columbus, OH 43119  
phone: (614) 907-7990 / [PrairieTownship.org](http://PrairieTownship.org)

LICENSED PHYSICIAN'S REQUEST  
FOR THE ADMINISTRATION OF MEDICATION  
BY DAY CAMP PERSONNEL

Chapter 5104, of the Ohio Revised Code and Rule 5101:2-12-36 of the Ohio Administrative Code requires that no medication, vitamin, or special diet be administered unless instruction to administer such items are written, signed, and dated by a licensed physician, and are prescribed for a specific child.

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Name of Camper: \_\_\_\_\_

Name of Medicine, Vitamin, or Special Diet: \_\_\_\_\_

Dosage: \_\_\_\_\_

Specific Instructions for Administration (times): \_\_\_\_\_

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Possible Side Effects to Watch for: \_\_\_\_\_

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Expiration Date of Request (3 Month Max.): \_\_\_\_\_

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\_\_\_\_\_

(DATE)

\_\_\_\_\_  
(PHYSICIAN'S SIGNATURE)

\_\_\_\_\_  
(PHYSICIAN'S TELEPHONE NUMBER)

Parent's Request for the Administration of  
Medication by Day Camp Personnel

I hereby request and give my permission to the Camp Director or his/her delegate to administer the above-mentioned medication in the dosage and manner identified to my child. I further agree to submit a revised statement if any of the information herein changes:

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(CHILD'S NAME)

\_\_\_\_\_  
(SIGNATURE OF PARENT OR GUARDIAN)



