

MANHATTAN PARKS & REC
LITTLE APPLE



2020 Frequently Asked Questions

There will be a parent orientation session scheduled for the week prior to the start of camp (MAY 28th AT 6:30PM). More information will be emailed to registered participants. It is highly suggested that parents/guardians attend. At that time you will find out what group your child is in and meet their counselors and Day Camp staff. We will review all camp policies and procedures and go over forms and paperwork. You will receive detailed information about the upcoming trips and activities as well as the Parent Information Packet. You will also have the opportunity to tour the facilities and ask questions. More information will be emailed to registered participants.

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SCHEDULE/PROCEDURES

Question: What are the hours of Little Apple Day Camp (LADC)?

Answer: 7:30 a.m.-5:30 p.m., Monday-Friday.

Question: Where does LADC take place?

Answer: LADC is located in the Jon & Ruth Ann Wefald Pavilion (314 Central Park Rd.). The Pavilion is located in the Manhattan City Park. This is where you will drop off and pick up your child.

Question: Do I need to sign in my child every morning?

Answer: Yes, a sign in/out book is located on the front table as you enter the Pavilion. All parents must sign their child in and out every day, please do not allow your child to sign in or out.

Question: What if I need to pick my child up early?

Answer: An early release form is located on the front table as you enter the Pavilion. Please fill out the required information on the release form if you need to pick up your child early. The Day Camp staff will have your child ready for pick up at the desired time and location.

Question: What if I'm not able to pick my child up, is it okay for my sister to pick my child up instead?

Answer: Yes, a family member or neighbor may pick up your child as long as you have included his/her name in your Emergency Contacts, which can be found in the Registration Packet. However, if you would like for someone who is not included on your list to pick your child up, you must give the Day Camp Director a signed note of permission.

Question: What is the schedule for the day?

Answer: The following is a **very general** schedule of how our day is broken down:

7:30-8:15 a.m.	Drop off, camper free time
8:15-10:00 a.m.	Welcome and daily briefing. Group activities: art, sports, leisure
10:00-10:30 a.m.	Snack time
10:30-11:45 a.m.	Group activities: art, sports, leisure
12:00 p.m.-12:45 p.m.	Lunch
12:45-1:00 p.m.	Preparation for afternoon activities
1:00-3:00 p.m.	Afternoon activities, water games/pool
3:00-3:30 p.m.	Snack time
3:30-4:30 p.m.	Continued activities
4:30-5:00 p.m.	Camper free time
5:00-5:30 p.m.	Pick up

Late fee will apply if your child is not picked up on time. Please be prepared to pay it the following camp day.

Question: What happens if there is inclement weather while my child is at camp?

Answer: LADC runs every weekday, regardless of weather conditions. Activities may be adjusted to inside the Pavilion rather than outside. In case of stormy or tornado-like weather, we will move all of the campers to the appropriate storm shelter area.

STAFFING

Question: How many counselors are on the LADC staff?

Answer: We hire a Day Camp Director and Assistant Director, three Group Leaders, and five Assistant Group Leaders for each age group of 45. We prefer our AGL's to have two years of college, and have experience working with children as well as First Aid, CPR and AED certified. There are exceptions to this if they have qualified experience. This judgment is up to the Recreation Supervisor.

Question: How do you put the children into groups?

Answer: We will place the campers in one of three age groups, from K-7. (Seeds: K-1, Peels: 2-3, Cores: 4&Up)

Question: Will my child's counselor be waiting for him/her every morning?

Answer: Your child's Group Leader will be at the Sign In Table starting at 7:30 a.m. every morning. During morning free time, the Assistant Group Leader's main responsibility is to interact with the children while the children play leisure games or an outdoor game. This allows the AGL's the opportunity to interact with all of the children in camp, not just the campers in their groups. If you have a specific question or concern that you would like to discuss with your child's AGL and you are having trouble locating them, please see the Day Camp Director. One of your child's Staff should always be available, just ask.

Question: Where will my child keep his/her things?

Answer: Your child will have a hook on the north wall for your child's bag/towel. Do not bring unnecessary items!

PAPERWORK

Question: Do I have to have all the forms/paper work filled out to register?

Answer: Yes. You must turn in a completed Registration Packet that includes: a *Health Assessment/History Form*, *Authorization for Emergency Medical Care* with *Parental Permission Form*, *MPRD Legal Waiver* and the *Off-Premises Form*. These forms are available at the Parks and Recreation Office or on our website. An additional page for the *Authorization for Emergency Medical Care* page will need to be completed in the MPRD office with notarization and to be added to the Registration Packet. All paperwork is due by May 1st at the latest. If paperwork is not turned with all information provided in your spot may be given to someone else. This paperwork is vital to our success in preparation and completion of camp.

Question: Are there other forms I will need?

Answer: Maybe. If your child has not attended school in the state of Kansas you will need a *KDHE Immunization* form. If your child needs to take medications you will need to fill out the *Authorization for Self-Administration* form and *Authorization for Short or Long Term Medications forms*, and if applicable, you will also need an *Authorization for Epi-Pen*, these forms are available on the KDHE Website or in the Parks and Recreation Office upon request.

Question: Do I have to have my child's paperwork notarized?

Answer: Yes. Your notarized signature ensures that your child will receive emergency medical care when we are on an out-of-town field trip. This page will be provided when you turn in your child's registration packet.

Question: Does my child need a physical to attend LADC?

Answer: No, your child doesn't need a physical to attend LADC. However, you do need to fill out the Health Assessment Form that is in the Registration Packet.

Question: Do you need my child's shot record information?

Answer: It depends. If your child DID attend a public school or an accredited non-public school in Kansas, Missouri, or Oklahoma during the previous school year, then we DO NOT need his/her shot records. If your child DID NOT attend a public school or an accredited non-public school in Kansas, Missouri, or Oklahoma during the previous school year, then we DO need his/her shot records. You can either bring in a copy of his/her records, or you can fill his/her shot record information out on the Health Assessment Form located in the Registration Packet.

Question: What if my child needs to take a daily medication?

Answer: **If your child needs any medication administered to him/her, proper authorization papers MUST be filled out. Please see the Day Camp Director to fill out the appropriate paperwork.** If your child needs to take medications you will need to fill out the *Authorization for Self-Administration* form and *Authorization for Short or Long Term Medications forms*, and if applicable, you will also need an *Authorization for Epi-Pen*, these forms are available on the KDHE Website or in the Parks and Recreation Office upon request.

FIELD TRIPS/ACTIVITIES

Question: Will my child need to bring extra money to field trips?

Answer: No, please do not send any money with your child to camp.

Question: What kind of transportation does LADC use for field trips?

Answer: LADC uses Arrow Charter buses and the City of Manhattan Bus driven by an MPRD staff member who has a valid Kansas CDL.

Question: Do you have any special activities for the 5th-7th graders?

Answer: They will focus on community service and stewardship, as well as other special activities.

Question: Can I attend field trips with my child?

Answer: Yes, however, you will need to provide your own transportation and purchase any tickets. Please inform the Day Camp Coordinator if you are interested in participating in a field trip.

GENERAL

Question: What should my child bring to camp?

Answer: Your child should bring a backpack/bag packed with a water bottle, swimming suit, swim shirt, and towel (everyday). **All valuables (money, toys, iPad, smart phones, computer games, etc.) must be left at home.** Please be sure to mark your child's name on all of his/her belongings. We will have a Lost & Found, but unclaimed items will be donated at the end of each session.

Question: What should my child wear to camp?

Answer: Comfortable clothes! At LADC, we believe in hands-on participation, which means that our campers get a bit dirty at times. With this in mind, we encourage campers to wear clothing that is okay to get dirty. On field trip days, campers are required to wear their LADC t-shirts, shoes, and socks. All field trips involve lots of walking or activities where shoes and socks are needed. Sandals, flip-flops, and thongs are **NOT** recommended unless we are at the pool.

CHILDREN CANNOT WEAR JEWELRY ON WATER SLIDES – KEEP VALUABLES AT HOME. GROMMETS (METAL) NEED TO BE REMOVED FROM SWIMSUITS.

Children must wear their camp swim shirt in order to swim or participate in water park activities. One swim shirt will be provided.

Question: Who should I speak to if I have any questions or concerns?

Answer: Please feel free to express any questions or concerns with the Day Camp Director. If you feel that your question or concern has not been resolved, please contact Lindsey Sparlin, Recreation Coordinator, at the Parks and Recreation Department Office, 587-2765. We will do everything in our power to ensure that your questions are answered and your concerns are addressed.

Question: What if my child becomes ill at camp?

Answer: A camp staff member will call you to let you know that your child is ill. The two of you will then determine whether your child should stay at camp.

Question: Will snacks be provided for my child?

Answer: Yes, we provide a morning and an afternoon snack.

Question: Will lunch be provided for my child?

Answer: Maybe. We will be utilizing the Summer Food Program that USD 383 runs, if it is available. If not, campers may need to bring a sack lunch.

Question: Can I send a lunch with my child if I do not want him/her to eat the USD 383 lunch?

Answer: Yes, you may choose to send a lunch with your child if you prefer.

Question: Does the camp staff apply sunscreen to the campers before going to the pool?

Answer: Yes, sunscreen is applied to all campers at 1:00 and 3:00 and before going to the pool. We use SPF 30 sunscreen. Please send sunscreen with your child if they have any special needs and let the Director or Group Leader know. We also evaluate all of the campers during afternoon snack time and apply additional sunscreen, if necessary. We strongly encourage parents to apply sunscreen to their child every morning before camp. Our morning activities are often held in sunny outdoor

areas. Note: Per KDHE regulations, children are not allowed to carry their own sunscreen on their persons. Your campers AGL will carry it with them. We are happy to label your personal sunscreen and apply only that bottle to your child.

Question: Will my child be allowed to jump off of the diving boards?

Answer: No, due to KDHE regulations, campers will not be allowed to jump off any diving boards.

Question: Is water readily available for my child to drink?

Answer: Yes, we have two water fountains in the pavilion, and coolers filled with cold water available at all times for the campers. In addition, there are several water fountains located throughout the City Park for the campers' use. We encourage campers to bring a water bottle so that they can carry it with them to outdoor activities.

Question: As a part of its daycare license, does LADC get inspected?

Answer: Yes. The Riley County Health Department inspects LADC once each summer. The inspection is unannounced and normally last about three hours. In addition there is a State Fire Marshall inspection done before the camp starts.