

MANHATTAN PARKS & REC
LITTLE APPLE



**DAY
CAMP**

PARENT MANUAL



INTRODUCTION

Thank you for choosing Manhattan Parks and Recreation “Little Apple Day Camp” program! We look forward to an exciting summer! The purpose of LADC is to provide children with a fun, educational and stimulating program in a safe environment. LADC is licensed by the Kansas Department of Health and Environment as a school-age program. There are a few things we would like for you, as well as your children, to know before your arrival at camp so we can make sure the days and weeks go as smoothly as possible for all parties. We accept children in grades K-7. If after reading our Parent Manual, you find you still have questions, do not hesitate to contact our Recreation Supervisor or Program Directors at (785) 587-2754.

OUR MISSION STATEMENT

“Building a healthy community through people, parks, and program”

FACILITIES

Programming for LADC will be facilitated at the Jon and Ruth Ann Wefald Pavilion (314 Central Park). Plan to drop off and pick up your child at this location unless instructed otherwise.

HOURS OF OPERATION

The hours of operation are from 7:30am to 5:30pm, Monday through Friday.

CHILD DROP OFF/PICK UP PROCEDURES

We maintain a daily attendance record that includes each child’s name, arrival time and departure time. *Parents must enter the facility to sign their children in and out every day.*

NOTICES

As things come up, (schedule changes, items needed for a given day, etc.) we will notify you the day before. **As far as late arrival times for field trips and reminders, we will be using both TextCaster and the CivicRec portal. To sign up for text alerts via TextCaster please visit www.mhkprd.com/alerts to do so. To sign up for text alerts via our CivicRec Portal please edit your account information to include your mobile carrier.**

ABSENCES

Please notify us if your child is ill or will be absent.

REGISTRATION

- LADC is open to boys and girls who have completed kindergarten through 7th grade by the first day of camp. Children that have not yet attended kindergarten or have completed 8th grade are not eligible for the camp.
- Pre-registration is required and all camp fees must be paid before your child can attend.
- Registration is taken at the MPRD Office at City Hall during any open hours.
- Registration packets are available at the MPRD Office at City Hall during regular business hours. This packet includes Kansas Department of Health and Environment forms that must be completed prior to the first day of camp!

CAMP FEES

-Each full session's fee is **\$510 per child**. The Mini session fee is **\$102 per child**.

-Your child will not be allowed to attend camp until fees and balances are paid in full.

LATE PICK-UP FEES

Parents are responsible for picking up their children by 5:30 pm. Please make sure to pick your child up on time. **After your first offense, one dollar per minute late, will be charged. You must pay this fee at the MPRD Office at City Hall before your child can attend camp the next day.**

CAMP SCHEDULE

Session 1 will begin June 1st and end on June 26th.

Mini Session will begin June 29th and end on July 2rd. *No camp July 3rd*

Session 2 will begin July 6th and end on July 31st.

DAILY ACTIVITIES AND PROCEDURES

A variety of activities are offered each day. Activities include games, playground visits, fun field-trips, arts and crafts, movies, swimming, board games and much more! All activities are included in the fees.

Morning

7:30- 8:30am: Morning drop off for all campers at the Jon and Ruth Ann Wefald pavilion in City Park. If you are running late, or will knowingly be dropping your camper off after 8:30, for any reason, please call the LADC cell phone number. Please make sure your child has sunscreen already applied, comfortable shoes (no flip flops or sandals, please!), their towel, swimming suit, swim shirt, and a water bottle. **EVERYTHING MUST HAVE THEIR NAME ON IT.** Your child will be assigned a cubby space in their group's area to keep their items in. **Please do not send your child with any toys, games, blankets, pillows, etc. cubby space is limited, unnecessary items will be asked to be kept at home.**

Morning Snack

8:45am: We will begin handing out morning snack to the different groups. Our snacks range from packaged products to fresh fruit and vegetables. If your child has specific dietary needs or allergies, please indicate that on your child's registration packet and let the Directors (Chelsea Willems, Danie Ziegler) or MPRD Staff (Molli Maberry or Zach Bayless) know in advance so special preparations can be made.

Lunch

12:00pm: We will begin walking to lunch at Woodrow Willson (312 Juliette) or East Campus (901 Poyntz) **location subject to change**. We will eat the free summer lunch provided through USD 383. There will be a lunch menu available on the USD 383 website. LADC will NOT provide a lunch, so if your child has dietary needs or food allergies, you will need to provide a lunch for them.

Pool Time

1:00-3:00pm: Every day (except field trip days) we will plan on going to a city waterpark. These include City Waterpark, Cico Waterpark, Northview Waterpark, and the splash park in City Park. It will be posted each day what pool we will be going to. **Plans may change without prior*

notice based on pool cleanliness issues or weather related issues. Please contact the LADC cell phone with questions regarding pool time. ***Campers will NOT be allowed to use the diving board or purchase anything from the concession stands. On the first day of camp, campers 2nd grade and up will need to partake in a camp-wide swimming test to determine which of the pools they will be able to enjoy during camp hours. **After the swim test is complete, each swimmer has a conference with their group leader to discuss the sections of the pool they will be safe in. Provided that they pass their swim test they will be eligible for the deep-end pool, slides and leisure pool. Our policy is that as a seed camper (K-1st) they will remain in the leisure pool for safety reasons. The leisure pool consists of the lazy river, whirl pool, bubble, lilly pads, ect... CAMPERS ARE NOT ALLOWED TO PARTICIPATE IN THE DIVING BOARDS OR DROP SLIDES WHILE AT CAMP.** They are also required to wear their Swim Shirt (safety green) every day to the pool.

Afternoon Snack

3:00pm: Will be given out when campers return to the pavilion from the pool. If campers are on a fieldtrip the snack will be handed out where it fits into the schedule.

Pick up

4:00-5:30pm: You may start picking up your camper at 4:00 pm, but they MUST be picked up by 5:30 pm. You will be charged a late fee of \$1 per minute late, which must be paid to the MPRD office located at 1101 Poyntz before your camper can return to camp the next day.

FIELD TRIPS

-All field trip permission has been accounted for in your Registration Packet. If any changes occur throughout the summer, a new "Off-Premises" form will be handed out. We will need your signature for your child to participate. During field trips, your child must wear their colored LADC camp T-shirt provided for them at the start of their session. Other gear may be required (swimming suit, towel, tennis shoes, etc...) but those items will be displayed prior to the trip. If you have questions, please ask a Director or Group Leader. A field-trip schedule will be provided at the start of the session.

-For field trips, your camper is NOT allowed to bring any electronic of any kind, unless you have gotten permission from your camper's Group Leader or a Director. They are also not permitted to bring any extra money for any reason.

-Sometimes, parents or guardians wish to attend field trips with their campers, which we love! If you want to attend a field trip, you are more than welcome! However, you will be in charge of purchasing your own ticket, providing your own transportation, and food. Please notify a Director if you are planning on going to a field trip so that we can plan accordingly.

-If your child cannot make it to the field trip, if you wish to keep them home, or if they miss the bus to the field trip; they will not be allowed at camp that day. We have a specific adult to camper ratio to follow, and we cannot guarantee enough space in any other group for them. If you have questions, please ask a Director or Recreation Supervisor.

LUNCH AND SNACKS

Our lunches are provided by USD 383 Food Service, even on fieldtrips. If you choose to send a sack lunch with your camper please adhere to the following guidelines:

- The lunch should be labeled with the name of your child.
- Perishable foods and drinks should be in an insulated sack or box with a coolant.

We provide a morning and afternoon snack for your camper to enjoy each day. Please remember that we are in the heat and outdoors most trips. If you would like to send your own snacks with

your camper please pack plenty of food and snacks to sustain their energy levels. If there are any requests or concerns with this, please contact the Camp Director.

TRANSPORTATION

We will be using USD 383 buses and Manhattan Parks and Recreation buses for transportation on field trips, lunch, and otherwise.

STAFF

We maintain a ratio of one staff member to every fifteen campers. We complete a criminal history and child abuse registry background check on all staff and regular volunteers. Our staff maintains current certifications in First Aid and Child CPR. Our Staff Development Program includes training in behavior management, health and safety practices, handling emergencies, and recognizing and reporting symptoms of illness and child abuse.

***Recreation Supervisor:** Zachary Bayless has over six years of experience at Fayetteville-Cumberland, NC Parks & Recreation and YMCA of the Sandhills. Past positions include Recreation Center Supervisor and Program Director and he has worked with multiple programs areas such as sports, after school programs, summer camps and special events. This is his third year with LADC.

***Director:** Chelsea Willems. Chelsea is a kindergarten teacher at Ware Elementary on Ft Riley. This will be her eighth summer at LADC, and her third year as the Camp Director.

***Camp Admin:** Danie Ziegler. Danie is a fifth grade teacher at Sheridan Elementary school in Junction City. This will be her eighth summer with LADC, and her third year as the Camp Admin.

***Group Leaders:**

(Seeds) - Kristen Fraley. Kristen is a student at Emporia State University, where she is studying Elementary Education. This will be her fifth summer at LADC, and her third year as a Group Leader.

(Peels) - Michaela Bienhoff. Michaela is a 5th grade teacher at Fort Riley Elementary. This is her fifth summer with LADC, and her third year as a Group Leader.

(Cores) - Jessica Roche. Jessica is a high school teacher at the Freshman Success Academy in Junction City. This will be her fourth summer at LADC, and her third year as a Group Leader.

CAMP ATTIRE

Please send your child to camp in comfortable clothes, sturdy shoes and socks (flip flops are encouraged at the pool and tennis shoes are encouraged at camp). Please make sure your camper has their water bottle that was provided at the beginning of the summer. We also encourage you to send a hat or visor for sun protection. Your child should bring a swimming suit, their swim shirt and towel every day. We will provide your child with a swim shirt and a t-shirt at the beginning of the summer. Clearly mark any items brought to camp with your child's name! Again, your child should wear their camp t-shirt on their fieldtrip days!

BEHAVIOR AND DISCIPLINE

It is the parent's obligation and responsibility to inform the Camp Director if their child has any behavior, mental or physical needs that require special accommodations. This must be noted on

your child's Registration Packet. Our discipline policy is as follows:

- At Camp, we run on a "3-Strike" policy for behavior issues. If your camper has had actions or behaviors that are deemed unacceptable at camp, they will be given a strike. **If they receive three strikes in one Session (June or July), they will be ineligible for the next field trip. Any additional strike after the 3rd strike will result in another missed field trip and possible dismissal from camp if deemed by the Camp Director. If they are ineligible for the field trip, they will not be allowed at camp that day.** *See Field Trip procedures above.

-We will give out verbal and written warnings before a strike is given. **Written warnings will need to be signed by the witness of the incident and the Group Leader. These records will be kept within the campers file.** Verbal and written warnings may result in missed time at either the pool or during game time in the afternoon. If behavior is extreme, interfering with regular camp activities, or is deemed harmful to another camper or themselves, a parent/guardian will be called to come remove the camper for the day, and a behavior meeting will be scheduled with the parent, Group Leader, Director, Recreation Coordinator and Supervisor to discuss a behavior plan. Directors, Recreation Coordinator and Recreation Supervisor have the right to by-pass any steps if the behavior warrants it.

Some unacceptable behaviors:

- Cursing
- Inappropriate sexual behavior
- Physical harm to any other person or themselves
- Making threats/bullying behavior
- Possessing weapons/other illegal paraphernalia
- Running away
- Stealing
- Jumping off of the diving boards
- Disregard of camp rules
- Disrespect to any camp staff or other campers

-As behavior problems arise, we will discuss them with the parent/guardian. We want to work with you to find the best possible solution for all parties involved.

-Parent/Guardian's failure to follow the rules and regulations outlined in this handbook may result in your child's removal from Little Apple Day Camp.

-Individual circumstances may require that we move through these steps more quickly. These steps are implemented for your child's safety and the safety of others.

Again, this summer we are excited to use the behavior system, Class Dojo. Class Dojo is an online tool that many teachers use in their classroom, and we think it will be a great tool to carry over to camp! Prior to camp, each camper will be assigned their own avatar. When a staff member observes a camper exhibiting a positive behavior, they will award them a positive point. Conversely, if a negative behavior is observed, a negative point will be assessed. At the end of the week, these points can then be redeemed for items at our LADC store. Class Dojo is a completely confidential and online behavior system. You will receive a piece of paper on the first day of the session that will give you access to set up an account and receive a weekly behavior report if you so choose. Typically, campers will receive two points a day for positive

behavior, one point for an “okay” day and zero points for a rough day. **If a camper is absent from camp for any reason, they will not receive any points for the day.**

FIRST AID AND EMERGENCY PROCEDURES

Appropriate measures will be taken to safeguard the health and safety of all camp participants. The information provided on the Health History and the Authorization for Emergency Medical Care forms is very important in helping us provide adequate care in the event of an emergency. A first aid kit and cellular phone will be on hand at all times. Camp staff will administer any immediate treatment for minor injuries **and inform the parent/guardian at the time of pick-up.** If a more serious injury occurs, emergency medical services will be called and transportation to the nearest hospital will be provided. In the event of an emergency, parents will be notified as soon as possible. Do not send a sick child to camp. In the event a child gets sick at camp, the parents will be notified and asked to pick him/her up immediately. **Please see our policies for all emergencies below.**

First Aid

Follow all first aid procedures learned through First Aid and CPR training.

Giving Medication

- No medication is to be administered unless by a staff member that is certified. This includes but is not limited to: ibuprofen, inhalers, ADHD medication, eye drops, etc.
- Assistant Group Leaders are allowed to administer medication **ONLY** in an emergency **AND** when permission is given from parents.. (ex. EpiPen, emergency inhalers)
- If a camper is found to have unregistered medication on their person or in their possession, it will be removed from their person immediately. We will notify parents and proper forms must be filled out!

Severe Weather & Tornado Procedures

- When severe weather is a threat Manhattan Parks and Rec department staff and Little Apple Day Camp staff will monitor the weather conditions.
- In case of a severe weather warning or tornado warning, camp staff will lead campers quickly and safely to the appropriate shelter. In the Pavilion that would be the rest rooms or the round house if closer when outside.
- Staff will take a head count of their groups and report to Camp Director.
- Camp Director and Parks and Rec Supervisor will check all areas and direct all campers to the nearest shelter.
- When there is visible lightning or audible thunder, camp staff will bring all campers quickly and safely inside. We will also use a “SkyScan” lightning detector set at 10 miles.

Emergency Fire Procedures

- When a fire alarm sounds, or a fire has been spotted, every person is required to leave the building at once.
- Staff will direct the campers to the nearest available exit and lead them to the grassy area west of the old Parks and Recreation office.
- Staff will take a head count of their group and report to the Camp Director
- A 911 call will be made.
- Camp Director and Parks and Recreation Supervisor will check all areas and direct all campers to the grassy area west of the old Parks and Recreation office.

Emergency Flood Plan

- When the flood siren sounds all campers and staff will begin walking west toward 17th street, transportation will be used if available.
- Staff will take a head count of their group and report to the Camp Director then begin walking toward 17th street with their group.
- Camp Director, Parks and Recreation Supervisor and all available parks and recreation staff will use all city vehicles available and additional vehicles if necessary to transport campers safely to a higher elevation.

Serious Injury Procedures

- Assess the situation – Remain Calm
- Administer first aid/CPR is needed.
- Keep all other children out of the area and calm.
- Call 911. Stay on the phone.
- Call Parents or emergency substitute.
- Appropriate staff member will accompany child to the appropriate health care facility and will take along appropriate paperwork. (Health History Form, EMR Form, and Contact Information Form)
- Fill out and submit a City of Manhattan Accident Report as well as a KDHE Notification of Injury.

Procedures Involving Acts of Violence or Terrorists

- Always enforce facility security. Restrict visitors to only public areas. Ensure that all visitors are identified and appropriately cleared before they enter the facility.
- Staff will immediately assess the situation and either have the campers take cover in the restrooms, locking themselves in, or vacate the building by the nearest exit. After vacating the building, staff needs to quickly move to the designated safe area. Our Designated Safe Area is City Auditorium.
- Response to consequences of a terrorist or violent act will depend on the hazards presented:

- Armed Intruder – Call for help (911). Try to get the children to safety, either locked in a safe room inside (bathroom), or quickly taken outside the building if necessary. Do NOT try to confront the intruder and make him/her more violent. Try to remain calm.
- Hostage situation – Call for help (911). Don't endanger yourself or any of the other children by trying some sort of rescue. Pay attention to the captor(s), try to get details of what they want, and accommodate them. Provide as much information as possible to the police when they arrive.
- Bomb – any unknown package could be a bomb. If you have any reason to believe that it is, EVACUATE IMMEDIATELY, and let the experts deal with it. Call for help (911).
- A 911 call should be made immediately, giving the location and information about what is taking place, even if they can't speak, they need to call and hold on.

Procedures Involving Missing Child(ren):

- Staff will contact local law-enforcement agency as soon as you have determined a child is missing or has been abducted. Do NOT delay in reporting the child is missing.
- Provide law enforcement with the date, time, and location where the child was last seen.
- Contact the parent/guardian of the missing child.
- Search any area into which a child could crawl or hide and possibly be asleep or unable to escape. This includes: closets, bathrooms, vehicles, cabinets, etc. Check all areas where the child was last seen or may have played such as open or abandoned buildings, crawl spaces, parks, etc.

Utility Failure

- Ensure all campers are accounted for.
- Director or Recreation Supervisor will assess the situation and immediately notify City Department Heads depending on specific situations.
- Depending on the cause and timeliness of repair the building may not need to be evacuated. If evacuation is necessary – once outside, move to a clear area at least 500 feet away from the building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles.
 - Electrical/Light Failure – Building lighting is designed to provide minimal lighting for exiting. Flashlights and cell phones should be kept available for emergencies.
 - Plumbing Failure/Flooding – Cease all operations. Do NOT turn on any lights or any electrical equipment.
 - Wet areas can present the danger of electrocution if someone comes in contact with the wet area and electricity at the same time.
 - Leaking natural gas can be ignited/explored by lighting or electrical equipment.
 - Notify Recreation Supervisor and evacuate the area.
 - Ventilation Problems – if smoke odors come from the ventilation system, notify Recreation Supervisor immediately. If necessary, vacate the area.

Chemical Release

- Ensure all campers are accounted for.
- Follow the following steps if situation requires a “shelter-in” procedure:
 - Move inside immediately if not inside already.
 - Close and lock all windows and doors.
 - Turn off all ventilation systems.
 - Enter and seal a room to prevent air from entering by sealing doors/windows with towels and tape.
 - Keep cell phones available to receive further instructions.
- If immediate evacuation is required, take children’s files with in case of emergency.

UNSCHEDULED CLOSING POLICY

In the event that Little Apple Day Camp will be closed unexpectedly prior to opening, we will do the following to notify you:

1. Send a text alert to all those signed up with the appropriate information. We will be using both TextCaster and the CivicRec portal. To sign up for text alerts via TextCaster please visit www.mhkprd.com/alerts to do so. To sign up for text alerts via our CivicRec Portal please edit your account information to include your mobile carrier.
2. Send an email to the primary email listed on your child(s) paperwork with the appropriate information.
3. If possible, we will provide an on-site staff person to answer questions at the front door of the Wefald Pavilion.

In the event that Little Apple Day Camp will be closed unexpectedly during open hours, we will do the following to notify you:

1. Send a text alert to all those signed up with the appropriate information. We will be using both TextCaster and the CivicRec portal. To sign up for text alerts via TextCaster please visit www.mhkprd.com/alerts to do so. To sign up for text alerts via our CivicRec Portal please edit your account information to include your mobile carrier.
2. Send an email to the primary email listed on your child(s) paperwork with the appropriate information.
3. Leadership staff will make direct phone calls to primary care-givers if necessary.

MEDICINE

If medication is to be administered during camp the following conditions must be met:

- We must obtain written permission from the child’s parent or guardian for self-administration.
- Prescription medication must be in the original container labeled with the following information: child’s name, fill date, physician’s name, expiration date and specific instructions for administration.

SUSPECTED ABUSE AND NEGLECT REPORTING POLICY AND PROCEDURE

In accordance with the procedures set forth by the Kansas Department of Health and Environment, any camp staff having reasonable cause to believe that a child in their care may be an abused or neglected child shall immediately report the matter to the Camp Director. The Camp Director will notify the secretary of the Department of Children and Family Services.

REFUND POLICY

Registrants will receive a full refund if we cancel the program, or if we are unable to transfer you to another class (session). A full refund is granted if request to withdraw is received one week (seven days) prior to start date; partial refund when requested between one week and at least 48 hours prior to start date and no refund if request is less than 48 hours in advance or failing to show. Participant withdrawals must be received during business hours.

Due to LADC only having a certain amount of available spots; no refund or credit (partial or full) will be given to anyone after the start of camp; no matter what.

COMPLAINTS/PROBLEMS/IDEAS

Your opinions and concerns are important to us! Please address your concerns to your child's Group Leader or the Camp Director. The Camp Director will be happy to address your concerns over the phone or in person by scheduling a meeting with you and other involved camp staff. If the Camp Director is unable to address your concerns, please contact the Recreation Coordinator.

CONFIDENTIALITY

It is our policy that any information given to Little Apple Day Camp staff, whether through paperwork or verbal conversations, will be kept strictly confidential. There may be instances where Assistant Group Leaders, Group Leaders, or Directors may need to report instances to their superiors, including the Recreation Coordinator and Supervisor, but all information will stay within staff.

QUESTIONS/CONCERNS

Please don't hesitate to reach out to staff members and supervisors regarding questions or concerns. All staff will be available on a daily basis. To reach the Recreation Coordinator or Supervisor, you can call the MPRD office at (785)587-2754 between 8am-5pm, Monday – Friday.



2020 Frequently Asked Questions

There will be a parent orientation session scheduled for the week prior to the start of camp (MAY 30th 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.

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. 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. Snack, Group activities: art, sports, leisure
10:30-11:45 a.m.	Group activities: art, sports, leisure
12:00-1:00 p.m.	Lunch
1:00-1:15 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-six Assistant Group Leaders for each age group of 50-60. 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 cubby with their name on it 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 April 26th 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 USD 383 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, smartphones, computer games, other electronic devices, 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 Zachary Bayless, Recreation Supervisor, at the Parks and Recreation Department Office, 587-2766. 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.