

MANHATTAN PARKS & REC  
LITTLE APPLE



## 2022 Frequently Asked Questions

*There will be a recorded parent orientation video that will be sent out a week before camp starts. More information will be emailed to registered participants. During the orientation you will find out about camp policies and procedures as well as the day-to-day operations of camp. You will receive detailed information about the upcoming trips and activities as well as the Parent Handbook Packet.*

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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 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 for themselves.

**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 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
12:00-12:45 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 Camp Director, three Group Leaders, and several Assistant Group Leaders to maintain a child to staff ratio of 1:8. We prefer our AGL's to have completed 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-5. (Seeds: K-1, Peels: 2-3, Cores: 4-5)

**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 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/paperwork filled out to register?

**Answer: No.** Completed registration packets must be turned in no later than May 2, 2022. Registration Packet includes: a **Health Assessment/History Form, Authorization for Emergency Medical Care with Parental Permission Form, MPRD Legal Waiver, Authorization for Emergency Medical Care and the Off-Premises Form**. These forms are available at the Parks and Recreation Office or on our website. All paperwork is due by May 2<sup>nd</sup> at the latest. If paperwork is not turned in with all information provided, then 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, on the Parks and Recreation website, or in the Parks and Recreation Office upon request.

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

**Answer:** No. A notary is no longer required.

**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 on the Parks and Recreation website or in the Parks and Recreation office upon request.

**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 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, on the Parks and Recreation 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, USD 383 buses and the City of Manhattan Bus driven by an MPRD staff member who has a valid Kansas CDL.

**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 Camp Director 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 Camp Director. If you feel that your question or concern has not been resolved, please contact Mollie Maberry, Recreation Supervisor, at the Parks and Recreation 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 p.m., 3:00 p.m., 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 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.