



Welcome to the 2010 City of Miamisburg Parks and Recreation Day Camp Series. We hope that your child will find this summer to be exciting and enjoyable. This manual has been designed to provide detailed program information about the day camp programs and to prepare parent/guardian(s) and youth for an exciting and safe summer.

Enclosed in this manual you have been provided information as to what to bring to camp, location for camp, what your child should wear and also behavior guidelines for campers to follow. After reviewing the manual please take time to go over any pertinent information with your child.

The main goals of the Miamisburg Parks and Recreation Department are to provide a safe and fun atmosphere for your child why they are in our care. To insure that this occurs all staff who will be providing care to your child are certified professionals.

If at any time either while going through this manual or during the summer you have any questions please contact the Parks and Recreation offices at (937)866-4532.

The Miamisburg Parks and Recreation Department would like to thank you for signing up for the 2010 Summer Day Series and allowing your child the opportunity to make life long friends and lasting memories while participating in our programs.

City of Miamisburg Parks & Recreation Department

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Thank you for choosing to send your child to the 2010 Day Camp Series. Should you have any further questions or concerns, please contact the Parks and Recreation Office at 866-4532. We look forward to a great summer!

City of Miamisburg Parks & Recreation Day Camp Series

Welcome to the City of Miamisburg Parks & Recreation Day Camp Series. Summer Day Camps are a unique and innovative approach to providing educational and recreation opportunities for youth during the summer months. These camps educate youth on a variety of positive socially appropriate leisure pursuits as well as providing a high level of supervision for fun summer activities. Throughout the summer we hope to encourage each child's talents to grow and to celebrate his or her uniqueness.

This guide has been developed in the hopes of answering questions about the day camp programs and to prepare parent/guardian(s) and youth for an exciting and safe summer!

Location

Camp Adena will be held at Community Park Learning Center 550 S First Street and Sycamore Trails Park, 214 Heincke Road.

Camp Running Bear will be held at Community Park Learning Center. 550 S First Street

Camp Thunderbird will be held at Community Park Learning Center. 550 S First Street

Dance Camp will be held at Miamisburg's Library Park and Carnegie Center, 426 Central Avenue.

Theatre Arts Camps will be held Miamisburg's Library Park and Carnegie Center, 426 Central Avenue.

Sky Hawks Sports Camps will be held at Rice Field, 2001 Dayton Cincinnati Pike

Photography Camps will be held at Miamisburg's Senior Adult Center, 305 Central Avenue.

Art Camp will be held at Miamisburg's Senior Adult Center, 305 Central Avenue.

Tae Kwon Do Camp- TBD

Participants will be indoors and outdoors throughout the duration of camp.

Registration

All camp registrations will be accepted by telephone, online, fax, mail and walk-in registration. All paperwork needs be completed and returned prior to the first day of camp.

At the time of registration, a 25% deposit is required for each session and each child registered. The remaining balance must be paid in full by June 1 in order to hold your camp reservation. Otherwise, if your account is unpaid, your reservation will be cancelled and made available to those individuals on the waiting list. A \$20.00 per session/per child processing fee would be charged against your refund. After June 1, day camp registrations must be paid in full at the time of registration.

Availability

Sessions will be filled on a first come first serve basis. Once all available spaces have been filled, you may be placed on a waiting list for consideration should positions become available.

Refund Policy

Full refunds will be issued for a camp **only if** the Parks and Recreation Department cancels the program or activity. If you cancel your camp registration up to three (3) business days prior to the first day of the program, your refund will be minus a \$5 processing fee. NO full refunds will be given after this refund deadline has passed. Exceptions: Partial refunds may be considered if: 1) registered participant moves from the area OR 2) illness of participant with a doctor's note AND 3) written letter requesting the refund is submitted within one (1) week after the beginning of the camp.

Transportation

Parents/guardians are responsible for transporting their children to and from camp each day.

Arriving and Departing Camp

Parents are asked to accompany their children to the appropriate location and sign them in each morning. Parents need to sign children out when picking them from camp. This sign-in/sign-out process is for the safety and accountability of your child. All children must be picked up by designated times otherwise a \$1.00 per minute fee can be assessed. If a fee is assessed, children will not be able to return to camp until this late fee has been paid through the Parks and Recreation office.

Camps

Camp Running Bear

- Regular camp hours: 9:30 a.m. – 11:30 a.m.
- No extended camp hours are available.
- No paper lunch need, staff will provide snack each day.

The Mound Builders

- Camp Hours: 9a.m.-12 p.m.
- No extended camp hours are available.
- No paper lunch need, staff will provide snack each day

Camp Adena

- Regular camp hours: 9:00 a.m. – 4:00 p.m.
- Extended camp hours: 7:30 a.m. – 9:00 a.m./4:00 p.m. – 6:00 p.m.
- Pack a Lunch each day except for Friday.
- Snacks will be served each day.
- Campers may not be dropped off before designated times:
(7:30 a.m. for extended care and 9:00 a.m. for regular camp).
- Check-out times are from 3:30 – 4:00 p.m.
- 6:00 p.m. for extended care each day.

Dance Camp

- Camp hours: 9 a.m. – 1 p.m.
- No extended camp hours are
- Campers need to pack a lunch each day of camp.

Theatre Camp

- Camp hours: 11 p.m. – 4 p.m.
- No extended camp hours are available.
- Campers may not be dropped off before designated times (11:00 a.m. for regular camp).
Check-out times are from 3:30 – 4:00 p.m. each day.
- Campers need to pack a lunch each day of camp.

Photography Camp

- Camp hours: 9 a.m. – 12 p.m.
- No extended camp hours are available

Art Camps

- Camp Hours: 9a.m.-1p.m.
- No extended Camp hours are available
- Campers need to pack a lunch each day of camp

Tae Kwon Do Camp

- Camp Hours: 9a.m.-4p.m.
- No extended camp hours available
- Campers may not be dropped off before designated times (9:00 a.m. for regular camp).
Check-out times are from 3:30 – 4:00 p.m. each day.
- Campers need to pack a lunch each day of camp
- Snacks and drinks will be provided each day.

Special Arrangements

If you have special circumstances and need to make special arrangements to pick up your child, please notify the Camp Director no later than the day before. Once campers have been picked up for the day, they can not return to camp unless approval has been given by the Camp Director.

Only the authorized persons listed on the consent form will be allowed to pick up your child. Please make sure to list all persons who have authorization to pick up your child from camp.

Use of Phone

Due to nature of the disruption children will not be allowed to use the telephone during the course of the day or permitted to use a personal cell phone. Parents will be contacted by our camp staff in an emergency situation, illness or for behavior reasons.

Illness/Sick Policy

If your child has a fever, is vomiting, has diarrhea, or any other contagious illnesses please do not send them to camp. If a child develops these symptoms while at camp, parents/guardians will be contacted and expected to make arrangements to pick up the child.

Medication

If your child needs any medications dispensed throughout the course of the day including Tylenol or Advil, it must be kept with the Camp Staff. A Medical Waiver and Release Form must be completed with specific instructions on administering the medication. Medication cannot be dispensed without completion of the Medical Waiver Form. Please personally deliver all medications to camp staff directly. All medicine will be dispersed by Camp Staff.

Sunscreen and Insect Repellent

Should you wish the camp staff to apply sunscreen or insect repellent to your child, you must complete a Medical Waiver and Release Form; otherwise each child will be responsible for applying their own sunscreen and insect repellent. The camp staff is not allowed to apply sunscreen or insect repellent to any children without the completion of a Release Form. Please have children bring their sunscreen and insect repellent in their backpacks with their name clearly marked on all items.

Participation

The Summer Camp staff has planned an exciting schedule of a variety of activities for the summer. All campers are required to be at group activities and stay with camp staff. Children may choose not to participate in planned group activities, but no additional activities will be planned for those children who choose not to participate. Please encourage your youngster to try something new or reacquaint themselves with familiar games and activities.

Campers' Code of Conduct

In an effort to maintain consistency and fairness to all campers, a “Campers’ Code of Conduct” has been adopted, and all campers will be asked to follow the following camp-wide behavior guidelines.

Conduct Guidelines:

- **Respect other campers, counselors, and the environment.**
- **Always use proper language and behavior.**
- **Keep hands, feet and objects to self.**
- **Remain with your assigned group at all times.**
- **Follow directions at all times.**

Please **review** these guidelines with your child. These guidelines have been implemented to ensure a safe and fun camp for all!

Behavior Correction

Camper discipline will be handled with kindness, consistency and understanding. Camp counselors will discuss the rules thoroughly with all campers. We believe campers in a group situation want to conform to rules as soon as they know what is expected of them. However, to assist counselors with deterring and hopefully improving inappropriate behavior, progressive discipline guidelines have been established.

First Incident:	Verbal correction or warning.
Second Incident:	Timeout from current activity/note to parent that this is second offense for behavior problems.
Third Incident:	Camp Director contacted, discussion with child, time out from current activity and parents notified at the end of the day.
Fourth Incident:	Parents contacted and asked to pick up child immediately. Child will be suspended from camp for one day up to the remaining of the summer depending on the severity of the behavior problem.

These procedures are meant to serve as guidelines only, and steps may be skipped depending on the behavior.

What to Wear

- Comfortable, casual clothing (loose shirts and shorts)
- Closed-toe shoes; we recommend athletic shoes with socks; no clogs or any shoes with a heel, flip flops or sandals.
- Some activities are outdoors and some types of footwear are not made for the outdoor terrain. We will be very active and we want all children to participate.
- If your child is participating in a dance camp, ballet slippers and tap shoes are required.

Parent Visits

Parents are welcome to check in during the course of the camp's day. We encourage parents to stop by and participate in activities or volunteer to be a guest speaker in relation to the weekly theme or topic. Please see the Day Camp Director if you are interested in serving as a volunteer or guest speaker.

What to Bring to Camp

(Miamisburg Parks and Recreation is not responsible for any lost or stolen items.)

- A backpack
- Water bottle
- Sunscreen
- Insect repellent
- A positive attitude
- Digital camera, tennis racquet, dance shoes, swim suit and towel if individual camps require

What to Leave At Home

- Personal toys
- Pets
- Electronic items including video games, I-pods, cell phones and beepers
These items are prone to be a distraction from group activities.

Forms to be Completed

Prior to the first day of camp, parents/guardians need to complete the following paperwork:

- 1) Miamisburg Parks and Recreation Registration Form with parent/guardian original signature.
- 2) Participant Registration Consent Form with parent/guardian original signature.
- 3) Medical form for each child.

Weather-Inclement/Heat

- 1) If inclement weather of any kind were to occur during camp staff will take campers inside and to the proper areas to provide the safest environment for your child during the storm.
- 2) If camp experiences a day of high heat your children will be provided many opportunities to get drinks through out the day along being able to cool off in our air conditioned facilities.

Camp Adena Information Only

Visits to Sycamore Trails Aquatic Center

There will be two weekly visits to the award-winning Sycamore Trails Aquatic Center for Camp Adena. For the campers' safety, the following procedures have been established:

- 1) Staff and campers will be transported to the Aquatic Center at approximately 11:30 on Tuesday and Thursday. Campers will leave the Aquatic Center at approximately 3:45 p.m. each day and walk to Sycamore Trails Park Shelter for parent pick up. A trail through the woods between Sycamore Trails Park and the Aquatic Center has been established for a few years, and the campers walk to the Aquatic Center utilizing this trail.
- 2) After campers change into their swimsuits, the campers are escorted to a designated spot in the grass area that will serve as the camp's "home base" while at the Aquatic Center.
- 3) Every Tuesday, a swim test will be administered to all campers to enable staff to assess each child's swimming abilities. Based on the results of the swim test, children may or may not be restricted to specific areas of the facility.
- 4) Counselors are assigned to one station at the facility, and they rotate stations every ½ hour. Stations include:
 - Base area
 - Slide area
 - Water play area
 - Middle section area
 - Deep end/lap lane
- 5) Parents will need to send with their child a towel, swimsuit, and waterproof sunscreen.
- 6) The campers are allowed to purchase concessions at the pool, so money may be sent with your child. We recommend that you do not send more than \$5 each day.

- **Trips to Sycamore Trails Aquatic Center are weather permitting.**

Reminder: The Day Camp Staff are not responsible for missing articles of clothing or other items including money. Please make sure your child's name is clearly marked on all personal items. Additionally, our staff is also not responsible for what your child purchases from the Concession Stand.

Transportation

Children participating in Camp Adena will be transported Sycamore Trails Aquatic Center each Tuesday and Thursday afternoon and will walk to Sycamore Trails Park after their swim time. Transportation will be provided to and from all field trips through the Miamisburg School

System transportation. Parent/guardian must sign a consent form for each child in family BEFORE that child/children will be allowed to attend camp field trips.

Weekly Schedules

Each Monday morning detailed schedules will be made available to all parents/guardians when campers check in. This will include field trip destination/ information and date of weekly cookout for Camp Adena.

Camp Adena Themes and Field Trips

All field trips are held on Wednesday.

Children MUST wear their camp T-shirt on all field trip days. This is to maximize staff's ability to supervise campers on the field trips.

WEEK 1: June 14-18 • **Jump into Summer** — Our initial session will have campers jumping through the week with activities, including jump rope, sack races, crafts and much more. Campers will visit Bounce U for their special destination of the week.

WEEK 2: June 21-25 • **Safari Adventure** — Take a walk on the wild side with some of the world's most unique creatures. Campers will play games, go on hunts and use their creative minds to create safari crafts. Campers will enjoy a beast of a time at the Cincinnati Zoo for their adventure of the week!

WEEK 3: June 28-July 2 • **All American Fun** — Join us for 4th of July week as we enjoy games and crafts celebrating our nation's birthday. A trip to Skate World will highlight the week.

WEEK 4: July 5-9 • **Wacky and Wild Water**— Campers will slip and slide there way thought the week while enjoying water games, crafts and fun. KoKo Key Water Resort will be the special destination trip of the week.

WEEK 5: July 12-16 • **Extreme Games** - Enjoy a week of games and crafts that challenge you to work as individuals and teams. A visit to Adventure Golf and Laser web will be the field trip for the week.

WEEK 6: July 19-23 • **Prehistoric Exploration**— Enjoy a week of exploring the past as campers will search for fossils, create art work and play games related to prehistoric times. A trip to the Cincinnati Children's Museum will highlight the week.

WEEK 7: July 26-30 • **Rolling around the World** — Campers will experience different games and crafts that are popular thought out the world. A trip to the bowling alley will help them roll through the week.

WEEK 8: August 2-6 • **All Aboard** — This week will have a variety of games, crafts and activities that get everyone on board. A trip to Entertainment Junction to see the world largest train facility will high light the week.

WEEK 9: August 9-13 • **Sportsmania**— Enjoy a variety of outdoor games like wiffle ball, kickball, and a camp favorite, battle ball. This week includes a trip to see the Cincinnati Reds in action at Great American Ballpark, which also includes a trip to the Reds Hall of Fame.

Chaperones/Volunteers

Parents are welcome to chaperone field trips. Please schedule your participation with the Day Camp Director at least (3) three days in advance of the scheduled field trip. Parents are responsible for providing their own transportation and covering any fees related to the field trip including admission fees and activity fees related to the field trip destination.

Lunch and Snacks

All campers are required to furnish lunch with a drink each day. Lunches will be kept refrigerated at the camp location until lunchtime when lunches will be distributed. Please do not send lunches or drinks in glass containers. Please pack your child’s lunch in a paper sack and have their name clearly marked on the bag. Afternoon snacks will be provided. Water will be available throughout the day to the campers. However, each child must bring his/her own water bottle for refills with his/her name clearly printed on the water bottle.

General Schedule of Daily Activities for Camps Adena:

Schedule is subject to change.

Monday	Tuesday	Wednesday	Thursday	Friday
Code of Conduct.	Games	Field Trip	Capture the Flag	Watermelon Hunt
Ice Breakers				Creek Walk
Break into Groups Games	Craft	Field Trip	Theme Craft	Games
Lunch	Lunch	Lunch	Lunch	BBQ
Activities	Aquatic Center		Aquatic Center	Games
Snack Games	Snack Games	Field Trip Snack	Snack Games	Snack Games

Drop Off/ Pick up Locations:

(If inclement weather arises campers will be moved to Community Park Learning Center.)

	Drop Off	Pick up
Monday:	CPLC	CPLC
Tuesday:	CPLC	STP
Wednesday:	STP	STP

Thursday: CPLC STP
Friday: CPLC CPLC
CPLC: Community Park Learning Center
STP: Sycamore Trails Park