

SUMMER CAMP



PARENT HANDBOOK



Parks Make Life Better!

Shelbyville Parks & Recreation

Summer Day Camp Programs 2024

Dear Parents,

Welcome to Shelby Parks: Summer Day Camp! We are thrilled to have your child spend the summer with us. We have **TWO** great programs that have been created to suit your needs: full-time or part-time camp! Personal growth and development are important to children. The camp staff is committed to helping children achieve these goals.

The Shelbyville Parks & Recreation Summer Camp thrives to enrich each camper's character development by incorporating honesty, caring, respect, responsibility, citizenship and trustworthiness into day camp activities. The counselors plan to provide a quality program that will enhance and benefit each camper's experience. Camp is a place to make new friends and reunite with old friends. Some of the activities our campers will enjoy are swimming, crafting, team building games, field trips, guest speakers, cooking, and a whole lot of fun!

We encourage parent involvement and provide a weekly newsletter available to you every Friday. This newsletter will also be emailed and texted to all parents registered in our webtrack notification program each week. The newsletter will give you an overview of the week along with items to bring to camp each day.

Thank you for giving your child(ren) the opportunity to share all the fun that the Shelbyville Parks & Recreation Summer Camps have to offer. We believe both you and your child(ren) will enjoy the experience!

Thank you,

Tiffany Kredit

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Recreation/Camp Director

The Shelbyville Parks & Recreation Mission

Community Minded, Healthy Natured, Family Oriented

MEET THE COUNSELOR NIGHT

This night is **very important!** I highly recommend parents and campers attend! This night is for NEW and returning campers! We will go over the Parent Handbook with the parents while the campers play games and get to know their counselors. You will also have the opportunity to register for camp and to order "Camp gear."

THIS NIGHT WILL BE HELD ON Wednesday, May 22 @ 6pm

Camp Goals

- * To **develop** self-confidence, creativity and individuality.
- * To **provide** a safe, family atmosphere among campers.
- * To **teach** responsibility.
- * To **progress** an interest in the natural world around them.
- * To **support** the understanding and appreciation of positive values.
- * To **grow** physically and socially.
- * To **encourage** new friendships and renew previous friendships.

Age Requirements to Participate in Camp

Any child participating in camp must be at least 6 years old and no older than 12 years.

Children must be at least 6 years old! If your 6 year old would like to attend the Adventure Camp (full-time camp), we will put them on a "week trial" to see how things go. Approval will be based on the counselor's feedback, which will be discussed with the parents.

If a child turns 13 years old during summer camp, he/she may continue to participate in camp until the end of that summer.

***JC's (Junior Counselors):** this is an option for those previous campers who will be 13 years old and have been steady in our program. JC's must be approved by the Camp Director and will go through an interview process. They will also be asked to write a ½ page essay expressing why they feel they would be a good JC. We will also take into consideration how the JC performed as a camper- attitude, behavior, etc. Not every JC is guaranteed approval.

Staff

Each member of the staff is a qualified and competent person who loves children and will provide a safe and great experience for your camper. Staff members are all certified in CPR and First Aid. Staff to child ratio is no more than 8-10 children per counselor based on age and our weekly count. Our staff is carefully selected. The majority of our staff consists of college

students majoring in *Elementary Education & many other fields working with children*. To many of our counselors, this is their passion and hopefully a lifelong career. They are here because they truly believe PARKS MAKE LIFE BETTER!

Staying Informed and Being “IN THE KNOW”!

To receive text updates and notifications regarding summer camp, go to shelbyparks.com and click on the online registration and login to your account. (If you have never registered for anything with the Parks Dept, you will need to create an account) Then click on the down arrow next to your name. Under “Updates”, click on “Opt in for Text Updates”. From here you can select which phone numbers you want to “opt in.” If you would like to receive emails, we will send an email for you to verify your email. Other ways to stay connected are through SOCIAL MEDIA: **Facebook** (Shelbyville, Indiana Parks & Recreation), **Instagram** ([_shelbyparks](https://www.instagram.com/_shelbyparks)), **Twitter** ([@_shelbyparks](https://twitter.com/_shelbyparks)). These are helpful resources for activities we will be doing, any schedule changes, where we will be going, and any other helpful information you will need to know.

Weekly Newsletters

Each week there will be a “Weekly Newsletter” available for you. You may pick it up from the sign-out table. It will also be sent out through our texting and email system and can be found on our website at www.shelbyparks.com.

Emergency Contacts

SAFETY is very important to us! We must **always** have a current number to reach a parent/guardian in case of an emergency. You must fill out the Emergency information on the registration form with backup numbers for someone we can call if the parent/guardian is not available. If we are not able to get a hold of a parent/guardian or other emergency contacts provided on the form, we have the right to **dismiss** your child from the day camp program.

Check In & Check Out Policy

For your child’s SAFETY, parents are **REQUIRED** to physically check your child in and to physically check your child out each day. NO DROP-OFFS! If anyone other than parent/guardian is picking up your child, please inform the counselors with a note prior to the change. **THEY SHOULD BE PREPARED TO SHOW ID.**

There will be a camp staff member along with an Assistant Camp Director at the door each day when picking up your child to help inform you of any discipline issues, newsletter reminders, activity updates, etc.

NO PICK UP LIST: If you have someone who is **NOT** allowed to pick up your child from camp, they **MUST** be listed on the appropriate form. **We will need a photo** of the individual(s) not allowed to remove your child from camp. Please provide this the 1st day of camp!

Drop-offs & Pick-ups

ALL CAMPERS will be dropped off and picked up at the Parks and Recreation building located at 945 South Tompkins Street. Drop-Off times start at 7am and end at 9am – **PLEASE MAKE SURE YOUR CHILD IS HERE BEFORE 9:00am**. Our day begins and we take attendance at 9:00 am sharp! Attendance can get very crazy when children are dropped off after 9:00 am. Pick-up is from 4:00-5:30p.

Campers MUST be picked up NO LATER THAN 5:30pm. Late pick-ups will receive one verbal warning. After the warning, parents will be charged \$1.00 for every minute after 5:30 p.m. If late pick up becomes a habit, your child may not be able to continue to come to camp. Please be respectful of the staff's time!!!!

Drop-Off—Do not drop off before 6:50 a.m.-**There is no one to supervise at this time.**

Pick-Up – If there is a reason you need to pick your child up early, **before 4:00pm**, please make sure we are aware of this. **YOU** will need to locate where the camp is and you will need to pick your child up at that location (i.e., park, pool, etc.) You must sign your camper out with one of the counselors at that location.

- **Please note:** If a camper is dropped off and payment has **not** been made for that week, parents will be called and will be asked to pick the camper up immediately; they will not be allowed to stay unless fees are paid.

Dress Code

Tennis shoes are most appropriate for day-to-day activities. Crocs/sandals with backs (hiking sandals) are acceptable as well. We plan to be outdoors as much as the environment will allow. We may take several walking trips and tours or hikes.

Campers MUST wear camp shirts provided to them on Field Trip days. Campers are not allowed to wear low cut shirts, short shorts, or swimsuits to camp! If it's a swimming day, campers are not to wear swimsuits under their clothes.

Please make sure your child is dressed appropriately based on the weather each day.

Discipline

Campers are responsible for their actions. Any negative behavior will result in a warning, time-out, privileges taken away, and/or parent conference. Each camper is expected to show respect to fellow campers and counselors. Staff try to handle most discipline issues during camp hours. In some instances, a paper may be sent home if the counselors feel the incident needs to be handled at home. WE WANT TO WORK AS A TEAM to help the child understand their behavior. Each camper will be expected to help with cleanup and other general tasks considered as shared responsibilities. We strive to teach the campers the importance of these responsibilities so they can use these skills as they continue to grow and learn.

Good Behavior / Positive Rewards

The Shelbyville Parks & Recreation camp programs will continue to encourage and support positive behavior. We want our campers to understand the importance of a positive attitude and performance not only at camp, but everywhere they go. We will treat each child with respect and love and be a positive role model for them. Each year we reward campers for good behavior. Please talk with your child each day and ask them "What did you do today to contribute to positive rewards?" We encourage you to also ask your child about their day camp experiences.

Health & Medical

Please make a note on the registration form of any special medical requirements or restrictions of activities. If your child is on medication for any reason, the medication must be in a **prescription bottle with all the details** of how it is to be given to your child. Each Monday or Tuesday (depending on camp selected), it needs to be turned into a camp counselor. **Only** a staff member can distribute the medication. If a child gets hurt or is ill, we will notify parents or emergency contact person as soon as possible. It is very important that we always have current emergency information on file. If there are any changes, please notify us as soon as possible. Thank you!

Communicable Diseases

We desire to provide conditions that encourage good health and cleanliness practices among the children. Please make sure your child is taking care of their body by taking a shower daily! We do so many activities that cause children to sweat at camp; please talk with your child about proper hygiene.

We will do random head lice checks on the children. If a child is diagnosed with head lice, they will be sent home **immediately** and will not be able to return for at least 1 to 2 full days **AND** until the proper procedures have been met. **The child must be nit FREE before returning to camp!!** Lice is very contagious; if your child has lice, please do not send them to camp.

Lunches & Snacks

Campers may bring their own healthy, morning snack each day if they choose. Campers will need to eat their morning snack before 9am. We will provide an afternoon snack for each camper daily (ONLY ONE per camper).

We will be participating in the **“FREE LUNCH”** program offered by Shelbyville Central Schools on **Monday, Wednesday, and Friday ONLY** at Morrison Park or Blue River Memorial Park. Children **must** bring their lunch on Tuesdays and Thursdays. You may pick up the lunch program menu at “Meet the Counselor Night”, at the office, or on the sign-out table in the camp room. Children may still pack their own lunches on days that we participate in the Free Lunch Program. Lunch boxes are permitted on these days (M,W,F).

NO LUNCH BOXES ON FIELD TRIP DAYS! Please pack your camper’s lunch in a disposable bag. There may be a few days throughout the summer that the campers will cook lunch: spaghetti day, taco day. On these days, campers will not need a lunch unless they don’t like the menu! This information will be provided in the weekly newsletter.

***FIELD TRIP DAYS are typically on Tuesdays and Thursdays. Each child is to bring a lunch and drink. If your child comes to camp without a lunch on these days, parents will be notified and for that day, we will provide a lunch for them (peanut butter sandwich, chips and a drink), but a \$4 charge will be added to your child’s account. We ask that you please do not make a habit of this. When emergency lunches have to be made, it can run us behind on our schedule and take counselors away from their duties. Thank you for your cooperation.**

Personal Belongings

Campers are responsible for personal property. Please do NOT allow your child to bring valuables to camp. This includes any and all electronics, CELL phones and other valuable items. There will be special days throughout the summer that campers will be allowed to bring in special items from home: KIDS CHOICE DAYS

(We DO CAUTION against allowing your camper to bring in valuable items.)

WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

Lost & Found

Lost & Found items are collected and stored at the Shelbyville Parks & Recreation Department camp room. Please ask your camper when picking them up if they have all of their items they brought to camp (example: towels, socks, shoes, suits, etc.). Our counselors make every effort to ensure that your camper has all his/her belongings at the end of each day, but your camper can do more than anyone to ensure that nothing is lost by **keeping organized**. We make every effort to encourage the campers to BE ORGANIZED with their things! Parents may check the lost and found at any time if needed!

Field Trips

The **5 day camp program (Adventure Camp)** will take field trips throughout the summer. Some are local but many are out of town. We will travel to Indianapolis, Plainfield, Columbus and other locations. Transportation on these days is provided by certified school bus drivers as well as 15 passenger vans when needed. The **3 day camp program (Camp Parks)** will take a few field trips throughout the summer as well.

***CAMP SHIRTS:** All campers are required to wear their camp shirt provided to them on field trip days. If you lose your camp shirt, you will need to purchase another one.

***LUNCHES:** All campers must bring a non-refrigerated lunch in a zip-lock bag/brown bag with their drink. Both need to have their names on them. We do NOT want lunch boxes on field trip days as they take up too much space on the bus or van and we need the space for the campers. Thank you for your cooperation! On field trip days, we will NOT be able to wait on late drop-offs to camp. We have a schedule to keep throughout the day and must try our best to stay on time. Please be prompt in dropping off!

***BEHAVIOR ON FIELD TRIP DAYS:** It is a privilege to go on field trips. If a child's behavior becomes an issue of concern, the camper may lose this privilege and parents will need to make other arrangements for their child on that specific day. Please discuss proper bus behavior with your child!

Swimming Procedures

Swimming is a big part of our camp! We swim **2-3 days a week** depending on schedules and weather. We ask that each day your child bring a backpack with their swimsuit, towel and sunscreen just in case! **Please make sure your camper's name is on their sunscreen bottle!**

SWIM TESTS – Each child will have a swim test done before allowed to swim at the Aquatic Center. This test is performed by the Pool Manager and Camp Director.

Keeping your child SAFE is our #1 priority.

All campers will be swimming at some time during the summer. If your child has any restrictions on swimming abilities, please notify the counselors. Over the summer, your child's ability may change, so please keep us informed if these restrictions change. Also note that your child must be 48 inches tall in order to use the slide and must be able to swim to use the shoot slide & diving board. WE ASK THAT CAMPERS BRING a swimsuit and towel daily, in case plans change.

WRISTBAND SYSTEM (POOL TIME): Safety is very important to us and we want you to feel comfortable with how this procedure works. This system is our way of making sure your camper is safe in our care. The color of the band is based on the ability of your child. When you complete the swim portion of the registration form, please make sure you are comfortable with your decision.

GREEN – you are saying that your child is a *STRONG* swimmer and is able to go in *ALL* areas of the pool including the deep end. We will follow up with a swim test instructed by the pool staff to confirm your child's ability.

YELLOW – your child is able to be in the shallow end AND is tall enough for the long slide (must be at least 48" tall) **Note:** Yellow & Green bands – campers will be measured to make sure they meet the height requirements.

RED – *DO NOT NEED TO BE SWIM TESTED* as these campers are allowed *ONLY* in the shallow, beachfront area.

If campers do not obey the color code rule and go outside of their restricted areas, they may face possible suspension. We take this VERY SERIOUSLY; we want each child to understand the dangers associated with not staying in their area for their safety! Please review this color code system with your child.

Parks Office Hours & Payment Arrangements

The office is open Monday—Friday from 8:00am – 4:00pm.

Registration Options:

Online

Two step process for registering online at www.shelbyparks.com

Step 1 Payment: Pay registration and weekly fees through our Online Registration found on the homepage of the website.

Step 2 Registration Form: Go back to the homepage of the website, click on

Programs, then Summer Day Camp and click on the Summer Camp Registration link. Fill out answers to questions and click submit.

During office hours

Registration can also be done in the office or by phone with a credit/debit card. If paying by phone, you will still need to go to the website to complete the registration form.

After office hours

There is also a drop box located outside of the office door for after-hours payments with check or cash. ***Please make sure your payment is in an envelope and include the camper's name and the week they are registering. Please note: If payment is dropped in the drop box and camp for that week is full your child will not be allowed to participate in camp.*** If paying for registration this way, please go to the website to complete the registration and click submit.

PLEASE NOTE: Payments, as always, are due the Monday prior to the week they are attending. A payment schedule is attached.

***Registration:** There is a non-refundable, one-time registration fee of \$40/camper
Camp fees are: Adventure Camp - \$100/week

Camp Parks - \$75/week

Shelbyville Parks & Recreation 2024 Summer Camp Payment Due Dates

Below are the weeks of camp and their payment due dates. **Payments received after these dates will be charged a \$20 late fee.** It is important that we get solid numbers for each week so we can plan accordingly.

Thank you!

		Payment Due Date
Week 1	May 29-31	May 20th
Week 2	June 3 - 7	May 28th
Week 3	June 10-14	June 3rd
Week 4	June 17-21 (No camp June 19)	June 10th
Week 5	June 24-28	June 17th
Week 6	July 1 - 5 (No camp July 4)	June 24th
Week 7	July 8-12	July 1st
Week 8	July 15-19	July 8th
Week 9	July 22-26	July 15th
Week 10	July 29 - Aug 2	July 22nd

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Revised 4/12/24