

**City of Lapeer Parks & Recreation Department
880 S. Saginaw Street
Lapeer, MI 48446**

Telephone: 810-664-4431

PARENT/CHILD HANDBOOK

GOAL

Our goal is to provide active and creative play. We hope to allow children to explore and enhance their abilities while providing a safe and fun program!

PURPOSE

The purpose of this handbook is to provide parent/guardian with reference information on the procedures of the Winter Day Camp. Winter Day Camp is part of the City of Lapeer Parks & Recreation Department Program and follows all policies that are part of the City of Lapeer Parks & Recreation and the City of Lapeer Community Center.

DATES & TIMES

Please refer to the City of Lapeer Parks & Recreation Program Brochure for Winter Day Camp dates and times.

STAFFING

Camp counselors will remain with the Camp Kids at all times. American Red Cross certified lifeguards will be on duty during swim times.

ARRIVAL & DEPARTURE

1. Each child *must* be signed in upon arrival. Failure to sign your child in and then leaving the child at the Community Center will result in a call from the Community Center staff requiring you to return and either sign-in your child, or bring him/her home with you. Children ten (10) and over may sign themselves in upon arrival and out at the end of the day, provided the *prior written* parental consent has been given.
2. Each child *must* be signed out at departure. We are required by law to dismiss a child only to a parent/guardian. We must have these names on your child's registration form. Your child will only be released to the parent/guardian that signed them in earlier that day, unless *prior, written* arrangements have been made. Please understand if we ask for I.D., it is for your child's safety. **We cannot release by permission over the phone, it must be written.**

LATE PARENT POLICY

If a parent or authorized person is late in picking the child up, your child will be put in to the Extended Camp Care Program and a minimum fee of \$7 will apply. If a child is consistently picked up late, other arrangements will have to be made. Children become upset when parents are not on time, please call the Parks & Recreation Department if you know you will be late. For your child's safety, Parks & Recreation Department Staff will remain with your child until they have been signed out. Therefore, it is *extremely* important that you are on time. Thank you.

EXTENDED CARE

If your child is part of the before or after camp Extended Camp Care Program held at the Community Center, an individual contract must be completed prior to Camp.

LUNCHESES

Each child must bring a non-perishable lunch each day. Please label. Lunch should be simple and juice or water are recommended drinks.

SWIMMING POOL

Camp counselors will accompany children into the pool. Please pack a swimsuit and towel each day. No jeans or cut-off shorts are permitted. Lifejackets, waterwings and swim cubes are permitted in shallow water. Children should not bring pool toys.

CHILDREN'S BELONGINGS

Please do not allow your child to bring toys, games, etc. We are not responsible for items that are lost, stolen or broken. Label all belongings including backpacks, lunches, towels, jackets, umbrellas, hats, etc.

CLOTHING

We may go outside on a daily basis, weather permitting, please dress accordingly. Tennis shoes are recommended for inside the building.

SICK/ILL CHILDREN

1. We cannot accept sick children. If your child has a temperature, upset stomach, runny nose, is acting ill or has any infectious disease, please keep him/her at home.
2. If your child becomes ill during Camp we will notify you for pick-up.
3. You will be notified if your child has been exposed to a contagious disease.

MEDICATION/ALLERGIES/SPECIAL SITUATIONS

Each individual situation must be noted on your child's registration form. It is mandatory that you discuss any medication, allergies or special situations with the Parks & Recreation Department Camp Director or Camp Supervisor.

ACCIDENT/INJURIES

1. First-Aid supplies (ice, Band-Aids, gauze) will be available.
2. General injuries shall not be treated by staff and transportation will not be provided by staff. Parent/Guardian will be contacted and asked to be responsible for obtaining transportation.
3. Staff is available to call an ambulance upon request after notifying parent/guardian. If the child is unconscious or unable to respond, an ambulance may be called at the discretion of the staff, while the parent is being contacted. If it is necessary to transport the child to the hospital by ambulance, a staff member shall accompany the child and remain there until parent/guardian arrives.

RULES OF BEHAVIOR

Parents, these are general rules for behavior. Please discuss these rules with your children.

1. Be courteous.
2. Be respectful to staff and other children.
3. Keep hands and feet to themselves. Hitting, pushing or fighting is not acceptable.
4. Do not use inappropriate language. Mean words or threatening language is not acceptable.
5. Children can only leave the “group” with a Camp Counselor.
6. The Buddy System may be used and will be explained to your child.

SOLVING BEHAVIOR PROBLEMS

We will attempt to recognize and identify problems before they develop. If children are misbehaving they will receive verbal reminders. When more than one reminder is needed, a discussion and cooling-off period will be used to discuss the importance of the rules. Parents will be kept informed of all behavior problems.

COMMUNICATION WITH PARENT

If there is a problem or concern, we encourage each parent/guardian to contact us, 810-664-4431, or stop by the Community Center during business hours. Also, please feel free talk with any of the counselors on a day-to-day basis.

EMERGENCY PROCEDURES

1. In the event of a *fire or emergency evacuation*, the children will be taken from the building by Parks & Recreation Department staff. Staff will remain outside with the children until the "All Clear" is given. If necessary, the parent/guardian will be notified and children will be released to designated parent/guardian only.
2. If a situation occurs during the day that would result in the closing of Camp before the scheduled pick-up time parent/guardian will be notified.
3. In the event of a *tornado warning* the children will be taken to the family locker room for parents to pick up. Parent/Guardian will be notified and children will be released to designated parent/guardian only.

PARENT INPUT FORM

We care about the quality of our service. Your input is important to us. It is our goal to use this form to receive your comments, suggestions, compliments and/or concerns *during* the camp program so issues can be addressed immediately. Please feel free to leave this form for the Winter Day Camp Director or mail it to:

City of Lapeer Parks & Recreation
880 S. Saginaw St.
Lapeer, MI 48446

Please use this space for your comments. (You may use the space on back if necessary.) We welcome additional comments from the Campers!

If you would like a response, please print your name, address and telephone number.

Name_____

Address_____

Telephone (day)_____ (evening)_____