



Hilliard Recreation and Parks Department Rec Camp Parent Handbook

The Hilliard Recreation and Parks Department strives to provide a diverse scope of recreational and leisure activities for the community to enhance the quality of life for Hilliard residents. We provide clean, safe, and well-maintained parks and facilities. We strive to meet these goals in a friendly, professional, and wholesome atmosphere. The economic, social and health benefits of recreation are endless.

Rec Camp Goals

1. Always maintain the safety of campers.
2. Provide daily opportunities in arts & crafts, sports & games, and creative play.
3. Create a welcoming, supportive environment for all campers in our care.

General Information

Rec Camp Hours: 7:30am-5:30pm Monday through Friday starting Monday, June 10. Rec Camp operates through Friday, August 2 at the Hilliard Station Sixth Grade School and Hoffman Trails Elementary locations, and through Friday, August 16 at the Hilliard Community Center. No camp 7/1-7/5 at the Community Center location. No Camp June 19, July 4, and July 5 at the Hilliard Station Sixth Grade and Hoffman Trails Elementary locations.

Field Explorer & Specialty Camp Hours: The Field Explorer Camp and all specialty camps (outside of Rec Camp) hours are from 8:30am – 3:30pm. Field Explorer camp is outdoors from 6/10-6/14, 6/24-6/28, 7/8-7/12, 7/22-7/26, 7/29-8/2, 8/5-8/9. History Express Camp is 8/5-8/9 and Kidstruction Camp is 8/12-8/16.

Rec Camp Locations:

Hilliard Station Sixth Grade School - 5600 Scioto Darby Road
Hoffman Trails Elementary – 4301 Hoffman Farms Drive
Hilliard Community Center - 3800 Veterans Memorial Drive.

Specialty Camp Locations:

Field Explorer Camp at Roger A. Reynolds Municipal Park at the Cedar Shelter, 3800 Veteran's Memorial Drive.

History Express Camp at Weaver Park at the Norwich Pavilion, 4100 Columbia St

Kidstruction Camp at Roger A. Reynolds Municipal Park at the Dogwood Shelterhouse, 3800 Veteran's Memorial Drive.

Age Requirements: Campers must be age 5.5-11.99 by June 1 and also must have completed full-day kindergarten.

Camp Phone Number: If you need to contact camp staff, call the Community Center at (614) 876-5200.

Email: park4@hilliardohio.gov. Emails are routed to the Recreation Supervisor and Camp Managers. Please allow up to 48 hours for a response as camp managers are with the campers and leading many camp activities and logistics throughout the day. Feel free to ask questions at pick up and drop off time.

Drop Off and Pickup Procedures:

Rec Camp sites:

Drive through drop off and pick up is available at the Rec Camp locations at the Community Center on the east side of the building, at Hoffman Trails Elementary on the south side of the building, and at the Hilliard Station Sixth Grade Building, Door A20 (enter at the light). Drive through drop off is only available 7:30-9:00am. Camp begins promptly at 9am-4pm. If you drop-off after 9am, you must enter the building.

Drive through pickup starts at 4pm and ends at 5:30pm.

Field Explorer:

- Drop off is between 8:30-9am.
- Camp is 9am-3p.m.
- Pick up is between 3 p.m.-3:30p.m.
- Parent/guardian must park car in lot adjacent to the Dogwood Shelterhouse to sign in/out their child.
- All campers must be picked up promptly at 3:30p.m. or will result in a late fee.
- Unfortunately, it will not be permitted to stop the car on the road to drop off or pick up participants due to safety concerns.

Late Pick Up Policy:

- Please make every effort to pick up your child during the after-care hours beginning at 4pm until 5:30pm.
- Camp closes promptly at 5:30pm.
- We understand things come up and emergencies occur, but camp staff has other obligations and responsibilities after scheduled work hours.
- If you know you are running late, please call the Hilliard Community Center's front desk at 876-5200 to inform us of your late arrival.
- Parent/guardian will have 24 hours to [login to their household account](#) to pay the balance in full or child cannot attend camp after the 24 hour period.

Rec Camp:

- **5:31-5:45pm:** The City of Hilliard Recreation and Parks Department reserves the right to charge the parent \$15 per late pick up.
- **5:46-6pm:** The City of Hilliard Recreation and Parks Department reserves the right to charge the parent an additional \$15 per late pick up.
- If camp has not heard from a parent by 5:40pm, camp staff will begin to call parent(s), guardian(s), and emergency contacts listed.
- If we have not heard from a parent, guardian, or emergency contact by 6pm, we will call the Hilliard Police Department to assist us in finding alternate arrangements for your child.

Field Explorer and other Specialty Camps

- **3:31-3:45:** The City of Hilliard Recreation and Parks Department reserves the right to charge the parent \$15 per late pick up.
- **3:46-4 p.m.:** The City of Hilliard Recreation and Parks Department reserves the right to charge the parent an additional \$15 per late pick up.
- If camp has not heard from a parent by 3:40pm, camp staff will begin to call parent(s), guardian(s), and emergency contacts listed.
- If we have not heard from a parent, guardian, or emergency contact by 4pm, we will call the Hilliard Police Department to assist us in finding alternate arrangements for your child.

- Field Explorer Camp parent/guardian **MUST** park in the parking lot adjacent to the Dogwood Shelter house and walk to the shelter house to sign in/out their child from the camp. Do not park or stop on the side of the road due to safety concern of other cars.

Camp Packing List:

All items brought from home MUST be labeled with child's first and last name.

- **Backpack:** Pack your child a camp backpack that parents/campers can pack and unpack each day.
- **Water Bottle:** No glass, no disposable water bottles, and at least 24 oz in size.
- **Lunch:** Pack plenty of food for your campers. Campers get hungry because we are active ALL day.
- **Snacks:** Pack 2 snacks separate from your child's lunch. **Rec Camp will NOT provide snacks this season** due to managing food allergies and food waste. You know what your child likes to eat/doesn't like to eat.
- **Change of Clothes:** Pack an extra outfit and undergarments in your child's backpack each day.
- **Sunscreen:** Help your child apply a good layer of sunscreen each morning. Staff will encourage campers to re-apply sunscreen several times throughout the day. Please talk to your child about the importance of sunscreen.
- **Towel:** Bring a towel for swimming.
- **Hat, Sunglasses:** **ONLY** necessary for sun protection **IF** your child wears them for this reason. Otherwise, they get lost or broken often.

Swimming:

Rec Camp swims daily from 10:30am-11:30am at the Hilliard Family Aquatic Center and will also need to pack a swimsuit and towel.

Field Explorers & Specialty Camps swim on Mondays, Wednesdays, and Fridays from 10:30-11:30am.

Be prepared for children to change from their wet swim attire and bring home a wet swimsuit and

towel each day in their book bag. It is suggested that campers have some sort of wet bag protection for their swimsuit such as a grocery bag, large Ziplock bag, or a wet suit bag.

Closed Toe Shoes:

Closed-toe athletic shoes are required as campers will be hiking, running, and walking far distances throughout the parks and locations. Crocs and sandals cause unnecessary injuries and bee stings often during camp.

Camp Refund Policy: No refunds will be granted after May 1 and any refunds processed prior to May 1 will incur a \$50 processing fee.

Camp Counselor Expectations

- The City of Hilliard, Recreation and Parks camp staff has been selected based on their maturity and passion to want to mentor and be a positive role model for children.
- Camp counselors are high achieving high school students, college students, and young professionals who are either teachers, aspire to become teachers, or are interested in other career paths working with kids such as school principal, parks and recreation professionals, pediatricians, nurses, dental hygienists, physical therapists, behavior specialists, STEAM professions, and other career interests that exhibit leadership qualities and strong positive personality characteristics.
- Camp staff's main responsibility to provide a safe, fun, and enjoyable experience by instructing, leading specific programs, and coordinating games and activities.
- We strive to create an environment that supports all campers.
- We foster an active program where all campers learn through play.
- We educate ourselves and seek to uphold the safe, energetic environment where everyone feels accepted.
- We guide activities with safety as our top priority.
- We provide meaningful interactions with all children enrolled in the camps.
- We strive to maintain effective and personable communication with parents.
- We assist in the preparation, implementation, and clean-up of daily activities to respect our facilities and space.

Camp Counselor Daily Responsibilities

- Greet campers every day when they arrive at camp.
- Check campers in and gather any important information from parents.
- Interact with campers positively by asking questions, giving compliments, and making a genuine effort to get to know each child.
- Engage with the campers during all sessions.
- Inspect recreational facilities, program spaces, playgrounds, shelter houses, restrooms prior to camper use to assure the safety of the campers during all activities.
- Remind and encourage children to hydrate often and apply sunscreen regularly.

Personal Items Prohibited from camp: The City of Hilliard cannot be held liable for lost or stolen personal property.

1. Campers are not permitted electronic devices such as personal gaming consoles and individual music players. Cell phones are the exception and must remain in the child's bookbag and permitted with the understanding that communication should be limited to before and after camp. Texting during camp is discouraged and if it becomes an issue, The City of Hilliard Recreation and Parks Department reserves the right and authority to prohibit a child from bringing a cell phone or other communication device such as a smart watch, etc.
2. Trading cards and collectibles are not permitted.
3. Personal money is not allowed. There is no need for personal money to be used at camp.
4. Campers are not allowed to purchase items from the vending machines.

Behavior Management

While enrolled in our programs children must...

- Display acceptable behavior.
- Follow Hilliard Recreation and Parks Department established rules.
- Get along with their group.
- Respect the feelings and rights of their fellow campers and program participants.

At the start of any conflict between participants we use several strategies...

- Counselors & instructors redirect the behavior.
- Campers may be separated from the situation.
- Conversations about what was unacceptable, why the situation happened, and how it can be avoided next time.
- "Reflection time" is imposed. The reflection period is determined by the age of the child.

Open communication with parents is vital to the success of the child enrolled in Hilliard's Recreation and Parks Department camps, programs, and activities. All disciplinary action taken is discussed with

the parent at the end of the day if necessary. In the case of a physical altercation such as 'fighting,' counselors prevent children from hurting themselves or someone else. Campers involved in a fight or physical altercation are separated from the group, parents are contacted by the Recreation Supervisor, Camp Manager or other Hilliard Recreation and Parks Department personnel, and campers are sent home based on the discretion of the Recreation Supervisor. A Camp Manager will not send a child home without consultation from the full time Recreation Supervisor.

We make every effort to ensure the success of a child in our camps, programs, and activities, however, there are times where we may have to dismiss a child from our care and ask parents/guardians to find alternative care if incidents are consistent, severe and inappropriate behaviors, it is a safety concern or risk for other campers, staff, or self, and/or the camper is a flight risk and runs from the camp.

Hilliard Recreation and Parks Department Camps and programs are governed by three simple, memorable rules that apply to all members of our camp community including campers, staff, administrators, speakers, instructors, coaches, parents, and guests. This approach is designed to ensure fair and consistent expectations for all members of recreation & park programs. Definitions and criteria for each rule guarantees we can reliably evaluate all behavior incidents. We understand that campers will occasionally break the rules, so we created a behavior policy that is designed to foster resiliency in our participants by teaching children how to learn from mistaken behavior when camp rules are broken.

The rules will be reviewed and discussed with participants at the beginning of new sessions, at regular (age appropriate) intervals, when reminders are needed, and as an active part of the camp culture.

Please reiterate these rules with your child each week to help campers be successful in a large recreational camp setting.

Camp Rules: It is the parent/guardian responsibility to review these rules with your child before dropping them off at camp.

1. **I AM SAFE.** (Examples: Keep hands and feet to self. I am kind. I stay with my group.)
2. **I AM RESPECTFUL** (Examples: I am kind. I clean up after myself. I ask for help if I need it.)
3. **I AM BRAVE.** (Examples: I try new activities and include other people who are different than me. I ask for help if I don't understand the rules.)

Camp Rules Translated for campers at each camp site:

Be Kind to Self and Others
Hands and Feet to Self
Participate in all Camp Activities
Be a good Listener and Follow Directions
Have Fun!

Strategies for Camper Success

- All camp staff receive on-going training in behavior management that focuses on mutual respect and relationship building.

- Campers are taught and given opportunities to practice conflict resolution skills with their peers.
- Social Emotional Learning activities are built into the Rec Camp schedule for all groups.
- Camp program offers structured process to address behavior concerns.
- All members of the camp community are expected to follow the same rules.
- Campers are encouraged to discuss circumstances, emotions, and conflict resolution in a positive way with counselors and peers.

Documentation

- **Accident / Incident Report: Submitted** any time there is forceful physical contact between two participants. We understand the importance of safe physical play in the lives of children. These reports help us communicate to parents that an injury occurred.
- **Accident / Incident Report:** Submitted also to document non-critical behavior incidents to establish trends in behaviors.
- **Disciplinary Action Report:** Used to document incidents that cause harm (whether accidental or deliberate). Parent and camp administration signature required.

Rule	Meaning	Expectation	Examples
I am Safe	Safe means “free from threat of danger, harm or loss”	<ol style="list-style-type: none"> 1. I feel safe at camp. 2. I use my body, and my words in ways that are safe for myself, others, and the environment 	<ol style="list-style-type: none"> 1. Keep hands and feet to self. 2. I am kind. 3. I stay with my group.
I am Respectful	Respectful means “Showing care for how a person’s actions may impact others.”	<ol style="list-style-type: none"> 1. I am treated with respect. 2. I treat others with respect. 	<ol style="list-style-type: none"> 1. I follow directions. 2. I clean up after myself. 3. I ask for help if I need it.
I am Brave	Brave means “Fear does not hold us back from exploring new opportunities, developing our skills, and doing what is right.”	<ol style="list-style-type: none"> 1. I am open to new experiences. 2. I speak up if I see something that seems wrong. 	<ol style="list-style-type: none"> 1. I try new activities. 2. I include people who are different from me. 3. I ask for help if I do not understand the rules.

Consequences

Staff will address low and high-risk behaviors. They will use behavior modification techniques such as positive praise, peer praise, redirection, first then, I statements, reflection time, wait time. If a counselor is uncomfortable with addressing the behavior situation, a camp manager is called for support. The camp manager will use their discretion to communicate behavior to Recreation Supervisor if necessary. However, the camp counselors and camp managers should be able to use many of these techniques without administrative intervention. We empower our counselors to correct

behaviors with firm kindness. If behavior warrants Recreation Supervisor or other administration support, we will require parental involvement. There are many campers enrolled at each camp site and it creates an unsafe environment for other campers in our care to have to pull multiple camp staff to have to manage one camper.

If a camper has consistent behavior concerns and accumulating disciplinary reports, expect the following to happen:

- A meeting with parents and camp participants occurs to discuss the inappropriate behaviors and to enter a behavior contract. Behavior Contracts will include goals set by the participants, parents, and Recreation Supervisor.
- If the Behavior Contract is broken, campers will be required to enter an advanced behavior management plan.

Advanced Behavior Management Plan

Once it has been determined that a camper will enter the Advanced Behavior Management Plan, a suspension will be enforced until the plan can be developed and implemented. This plan is supported by the plan-do-study-act model for rapid cycle improvement. It is an interactive, four-stage, problem-solving model used for improving a process or carrying out a change.

- Plan
 - Collaborative process (MUST be separate from accommodation plan)
 - Identify root causes
 - Choose measurable indicators to track progress
 - Specific Time Frame
 - Criteria for graduation from Behavior Program
- Implement
 - Put the plan into action
 - Collect indicator data
- Study
 - Evaluate progress
 - Review lessons learned
 - Determine if criteria for graduation are met
- Act
 - Graduate from the Behavior Program or decide to recommend expulsion.

Suspension and Dismissal

- **Suspension-** Imposed prior to a camper enrolling into the advance behavior management plan to develop and implement the program.
- **Dismissal-** Terminating the enrollment of a child due to continuous behavior that puts the safety of that child or others in jeopardy.

If the camper has gone through the Advanced Behavior Management Plan and has a safety violation after graduation, dismissal from the program is warranted.

Guidelines / Addendum

In summary, we take a prevention-based behavior modification approach and focus on the following core values:

- Relationship building
- Comprehensive engagement (studies show that behavior problems reduce with increased engagement with activities)
- Clear and specific corrections to behavior
- Conflict resolution skills in programs
- Social Emotional Learning Activities

Annual Intervention Trainings include prevention & intervention of the following:

- How to address non-critical unwanted behaviors such as
 - Borrowing without permission, keeping hands to self, and how to capture attention.
- Understanding the relationship between Disability and Behavior.
 - Accommodations and sample action plans are reviewed and discussed in consultation with subject matter experts.
- Prevention, Routines & Rules
- Identifying Bullying & Preventing Destruction of Property.
- The Power of Routines & Engagement
- How to identify, classify, and differentiate the following behaviors
 - Single or infrequent behavior with a higher risk index (ex: physical aggression, elopement, bullying)
 - Frequent behavior with a lower risk index (ex: speaking out of turn, poor sportsmanship)
 - Isolated trends (ex: behavior that occurs at a specific time, around certain people, during a type of activity)

Management of Illness

Please keep your children at home if they are sick. Children exhibiting minor cold symptoms or are in general not feeling well enough to participate are monitored. The camp manager will decide if the symptoms warrant parents to be notified and the child to be picked up early.

Please do not drop off your child with any of the following symptoms due to communicable disease prevention in a group setting.

- a. Temperature of 100 or higher (Child must be fever free for 24 hours prior to returning to camp.)
- b. Severe coughing
- c. Difficult or rapid breathing
- d. Unusual spots or rashes
- e. Vomiting
- f. Sore throat and difficulty swallowing
- g. Itching eyes and skin

Campers and counselors are required to wash hands regularly throughout the day to reduce the spread of germs.

Medication Administration:

The City of Hilliard, Recreation and Parks Department urges parent/guardian to schedule the taking of medications by campers at times outside of the camp hours. When that is not possible, the receiving and consumption of medications will be permitted, insofar feasible, during camp hours accordingly.

Medication, vitamins, or special diets are not administered to any camper without instructions, written, signed and dated by a licensed physician and prescribed for a specific child. Written and signed instructions from parents are also mandatory.

The following procedures must be followed, when administering prescription medication:

1. The City of Hilliard, Recreation and Parks Department camp manager must have the standard request for medication form completed for each medication to be administered by the camp manager. A doctor's signature is required for all prescribed medication.
2. The parent must provide the current prescription and its original container. The label must be legible and have the child's name and dosing information. Parents must administer the first dose of medication at home in order to observe the child's reaction before bringing it to camp to be administered.
3. When a parent brings in medication to be administered by our camp staff, the medication must be counted (or the amount noted) and logged before the parent leaves. The parent must sign the log form, indicating they agree with the amount of medication recorded.
4. Any time medication is administered, it must be logged, indicating the child's name, the medication given, the dose, and the time it was administered. The staff member administering the medication, must sign off on the entry in the log.
5. If a parent needs to retrieve the medication, and/or the empty container, it must be given directly to the parent, and the transaction must be recorded.
6. Medication should never be placed in the child's possession for any reason.

Food Allergies:

If your child has dietary restrictions due to allergies, it is the parent/guardian responsibility to inform the Camp Manager on the first day of the camp/program/activity.

Severe Weather & Storm Protocol

In the event of severe weather requiring cover to be taken the following steps are followed.

1. All counselors and campers evacuate the area at the first sound of thunder or sighting of lightning.
2. Groups seek shelter at the closest indoor facility. Avoiding outdoor shelter houses.
3. Outdoor activities may resume 30 minutes after a storm has passed.
 - a. According to the National Weather Service, a thunderstorm has ended when there has been no sound of thunder and no lightning for 30 minutes and the sky is no longer dark or threatening.
 - b. If you hear thunder, then there is also a presence of lightning. Do not congregate under trees or tall objects, clear the area immediately.

Tornado/Tornado Drill:

In the event of a tornado at the Community Center, all camp staff must assist in moving groups indoors immediately. Once inside the building, campers are moved into the back hallway by the art room (as far away from glass windows and the front of the buildings as possible). Staff should assist in getting everyone into a sitting or kneeling position, front facing towards the wall and covering their head with arms/hands.

At the camp sites at the school locations, camp managers are responsible for meeting with the building custodian to review the tornado action plan and emergency action plan for each specific building.

Fire Drills:

Each site is required to conduct 3 fire drills throughout the camp season.

Emergency Plans

All counselors are certified in the American Red Cross CPR & AED for the professional rescuer. A complete first aid kit is always available to counselors. Counselors carry packs with them and replenish any supplies that are used during the day. Children's records are available to counselors if needed. Prior to the first day of camp each counselor reviews the medical questionnaires of the campers within their group.

1. In an emergency the camper is treated by their trained counselor. They will follow emergency procedures with regards to contacting 911, the camp manager, Recreation Supervisor, and parents/guardians. In the event of an emergency involving a child, parents/guardians are contacted as soon as possible.
2. In the case of a minor accident or injury, basic first aid is administered. Parents are notified if the injury is severe and may be asked to come and check on the camper if necessary.
3. In an emergency that requires medical transportation, a full-time staff person accompanies the child to the hospital and remains with the child until a parent/guardian arrives.
4. An accident report is completed on the day of the incident/injury if any of the following occur:
 - a. Child has an illness.
 - b. Accident or injury which requires first aid.
 - c. Child hits his/her head on anything.
 - d. An unusual or unexpected event occurs which jeopardizes the safety of the child.

General Swimming Pool Information

The Community Center, Hilliard Station School, Hoffman Trails Elementary camp sites swim M-F.

Field Explorer Camp swims M, W, F.

All camp sites swim at the Hilliard Family Aquatic Center.

To ensure the safety of the campers, swimming time is designated in the morning from 10:30-11:30am when the pool is closed to the public. Lifeguards are on duty and swimming is encouraged for camp staff. If your child cannot swim or needs to be restricted to shallow water only, it is the parent(s)/guardian(s) responsibility to notify the Camp Manager and they will be given a wristband that identifies them as a weak swimmer. Extra attention will be paid to these campers when they are in the water.

Specialty camps such as History Express and Kidstruction camps do not swim.

Parent Acknowledgement and Agreement Statement.

By registering your child for any camp, program, or activity, the parent(s)/guardian(s) agrees to abide by all policies and procedures as outlined by the Hilliard Recreation and Parks Department.

At the time of registration, parent(s)/guardian(s) agrees to the policies and procedures of the department as outlined online, in the Your Hilliard activity guide, provided at the time of registration, and/or at the beginning of any camp, program, or activity.

The Parent Handbook is posted online to review a most current version at <https://hilliardohio.gov/summer-rec-camp/>