



Hilliard Recreation and Parks Department Rec Camp Parent Handbook



2025

Creating the extraordinary camper experience

Welcome to Hilliard Rec Camp!

Last Updated 12.11.24

2025 Rec Camp Parent Handbook 1

We're thrilled to have your camper join us for another summer at Rec Camp! We're looking forward to a safe, exciting season filled with unforgettable memories. This handbook will address any questions you may have about our programs, policies, and procedures. Please take some time to review the information carefully. If you have any questions, don't hesitate to reach out at 614-334-2583 or via email at npangio@hilliardohio.gov.

Overview

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

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

General Information

Rec Camp Hours

7:30 a.m. – 5:30 p.m. Monday through Friday beginning Monday, June 9, 2025.

Rec Camp operates through Friday, August 1 at the Hilliard Station Sixth Grade School and Hoffman Trails Elementary locations, and through Friday, August 15 at the Hilliard Community Center.

There will be no camp June 30 – July 4 at the Community Center location. There will be no Camp June 19 and July 4 at the Hilliard Station Sixth Grade and Hoffman Trails Elementary locations.

New 2025: The week of August 4 – 8 and August 11 – 15 Rec Camp will have an additional site at the United Methodist Church from 7:30 a.m. – 5:30 p.m.

Field Explorer & Specialty Camp Hours

The Field Explorer Camp and all specialty camps (outside of Rec Camp) hours are from 8:30 a.m. – 4:00 p.m.

Field Explorer Camp is outdoors from June 9 – Aug. 15 (no camp week of June 30 - July 4). History Express Camp runs Aug. 4 – Aug. 8, Kidstruction Camp runs Aug. 11 – Aug. 15 and Biz Kids Camp runs Aug. 4 – Aug. 8.

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
- United Methodist Church – 5445 Scioto Darby Rd

Specialty Camp Locations

- **Field Explorer Camp** at Roger A. Reynolds Municipal Park at the Dogwood Shelter 3800 Veteran's Memorial Drive.
- **History Express Camp** at Weaver Park at the Norwich Pavilion, 4100 Columbia St (Historical Village-Franklin County Fairgrounds).
- **Kidstruction Camp** at Roger A. Reynolds Municipal Park at the Ceder Shelter House, 3800 Veteran's

Memorial Drive.

- **Biz Kids Camp** at Hilliard's Station Park, 4021 Main St

Camp Readiness

While camps are open to children as young as 5 ½ who have completed kindergarten, some children are not yet ready for camp. Please make sure your camper is ready by asking yourself the following:

Is my child old enough for camp?

All campers must be between ages 5 ½ – 11 to attend Rec Camp

Is my child able to change his or her own clothing?

Camp staff are instructed not to assist children in changing their clothing for any reason. All campers are required to be able to change independently.

Is my child able to tend to personal needs such as toileting and eating?

Camp staff are not able to assist with personal needs.

Will my child follow simple directions and rules in a structured setting?

Rules are set to ensure the safety of all campers, and they must be able to follow these rules to participate in camp.

Will my child stay with the group?

Campers must be able to always stay with their group and not run off.

Does my child still need a nap every day?

We are not able to provide nap time.

Does my child have highly specialized medical needs?

Rec Camp does not have a licensed healthcare provider on staff. With the proper forms, camp staff can administer medication orally and may administer emergency medications, such as EPI pens, but camp staff are unable to provide specialized medical care.

Communication and Involvement

We highly encourage family involvement at every level of our organization. A camper's positive experience is a partnership between families and Rec Camp. The more familiar you are with Rec Camp and the more our counselors and leadership know about your family, the better we can support your child. Camper groups may have different counselors each week based on daily staff schedules and our needs. Most counselors will also be responsible for checking your child in or out at least once a week, providing a great opportunity for you to meet them.

Camp Phone Number

If you need to reach the Camp Director, please call 614-334-2583. At the beginning of summer, families will receive camp-specific phone numbers for each site, allowing you to connect directly with your Camp Manager.

Email

If you would like to reach out to camp via email, please email: npangio@hilliardohio.gov.

Emails are routed to the Camp Managers during the summer. 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 times. If you do not hear back from us within this time frame, please be sure to reach out.

Addressing Concerns

We encourage our staff and parents to resolve most concerns by working together. This is a learning experience for our student instructors as well as for your child. Sometimes a family has a concern about an incident at camp, a camp policy, or procedure that requires assistance from camp staff. We believe that in order to provide the highest quality camp program for you and your child we must work in partnership, and it is important that we work together to quickly bring concerns to a satisfactory resolution. If such a concern exists, we recommend the following action steps:

- If the concern is about an incident at camp, discuss your concern first with your child's counselor and Camp Manager.
- If the concern remains or if the concern is about a camp policy or procedure, you may discuss your concern with the Camp Director.
- If the concern remains, it should be discussed with the Recreation Program Manager. Most concerns can be resolved with a concrete plan of action and continued communication.
- If the concern remains, further steps may be taken that support the specific need. The Deputy Director and or Director of Recreation and Parks may become involved in order for all parties to reach a satisfactory resolution.

Drop-Off and Pick-up 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). At our Hilliard Methodist Church location, drive through drop-off and pick-up will take place at warehouse 839. Drive through drop-off is only available 7:30-9:00am. Camp begins promptly at 9:00 a.m. - 4:00 p.m. If you drop off after 9:00 a.m., you must enter the building. Please follow the camp signage at each camp location.

Drive through pick-up starts at 4:00 p.m. and ends at 5:30 p.m.

Field Explorer and Kidstruction Camp

- Drop-off is between 8:30 a.m. – 9:00 a.m.
- Camp is 9:00 a.m. – 3:30 p.m.
- Pick-up is between 3:30 p.m. – 4:00 p.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 4:00 p.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.

History Camp

- Drop-off is between 8:30 a.m. – 9:00 a.m.
- Camp is 9:00 a.m. – 3:30 p.m.
- Pick-up is between 3:30 p.m. – 4:00 p.m.

Pick-up is located at Weaver Park in Historical Village. Please be sure to park and come to the Weaver Pavillion for pick-up (Franklin County Fairgrounds).

Biz Kids Camp

- Drop-off is between 8:30 a.m. – 9:00 a.m.
- Camp is 9:00 a.m. – 3:30 p.m.
- Pick up is between 3:30 p.m. – 4:00 p.m.

Pick-up and drop-off will be at Hilliard's Station Park. Please be sure to park and walk over to Hilliard's Station Park to sign in and out at the building next to the splash pad.

Camper Paperwork

Camp paperwork is due by 5:00 p.m. on May 2, 2025. Campers without completed camp paperwork will be unenrolled from camp with no refund. Late paperwork will receive a \$15.00 late fee applied to the camper's family account. The \$15.00 fee will be required to be paid before your camper is allowed to attend camp.

You can fill out the camper paperwork at the following [LINK](#).

Authorized Pick-Up and Drop-Off

All families must provide a list of people who are authorized to pick up and drop off their camper. This list is collected in the pre camp paperwork.

Changing Authorized Pick-Up

Please note that only the legal guardian(s) listed on your camper's registration form has the authority to add or delete someone on the authorized pick-up sheet. If there is anyone who is unauthorized to pick your child up, we will need a copy of the court order in order to honor your request.

Photo IDs at Pick-Up

To ensure the safety of all campers, a photo ID is required to pick up your child from camp each day. Staff will not be allowed to release their child without seeing a photo ID.

Late Pick-Up Policy

Please make every effort to pick up your child during the after-care hours beginning at 4:00 p.m. until 5:30 p.m. Camp closes promptly at 5:30 p.m. 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 your camp-specific phone number to inform us of your late arrival.

Rec Camp Late Fees

5:31 p.m. - 5:45 p.m.: The City of Hilliard Recreation and Parks Department reserves the right to charge the parent \$15 per late pick-up.

5:46 p.m. - 6:00 p.m.: The City of Hilliard Recreation and Parks Department reserves the right to charge the parents 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 6:00 p.m., we will call the Hilliard Police Department to assist us in finding alternate arrangements for your child.

Field Explorer and Other Specialty Camps Late Fees

4:01 p.m. - 4:15 p.m.: The City of Hilliard Recreation and Parks Department reserves the right to charge the parent \$15 per late pick-up.

4:16 p.m. - 4:30 p.m.: The City of Hilliard Recreation and Parks Department reserves the right to charge the parents an additional \$15 per late pick-up.

If camp has not heard from a parent by 4:15 p.m., 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 4:30 p.m., we will call the Hilliard Police Department to assist us in finding alternate arrangements for your child.

Late Fee Payment

Parent/guardian will have 24 hours to [login to their household account](#) to pay the balance in full in order for your child to return to camp after the 24 hour period. Continuous tardiness may result in removal from camp programming.

Camp Packing List

All items brought from home MUST be labeled with the 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.
- **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 due to managing food allergies and food waste.
- **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 along with a swimsuit.
- **Hat/Sunglasses:** ONLY necessary for sun protection IF your child wears them for this reason. Otherwise, they get lost or broken often.
- **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.

Personal Items Prohibited from Camp

- The City of Hilliard cannot be held liable for lost or stolen personal property.
- Campers are not permitted to use electronic devices such as personal gaming consoles, smart watches, and individual music players.
- Cell phones are the exception and must remain in the child's bookbag at all times during the camp day. Texting during camp is prohibited. If cell phones become 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.

- Trading cards and collectibles are not permitted.
- Personal money is not allowed. There is no need for personal money to be used at camp.
- Campers are not allowed to purchase items from the vending machines.
- No weapons or firearms of any kind are allowed at camp.

Camp Counselor Expectations

The City of Hilliard, Recreation and Parks camp staff has been selected based on their maturity and passion 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 is 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.

Recognition and Prevention of Child Abuse Ohio Revised Code 2151.421

The Recreation and Parks Department and staff are “mandated reporters” and thus required to immediately notify the local Public Children Services agency when child abuse or neglect is suspected or reported.

Typical Daily Camp Schedule (Rec Camp)

Time	Activity
7:30 a.m. – 9:00 a.m.	Drop-off and Pick-up
9:00 a.m. – 9:10 a.m.	Morning Circle
9:10 a.m. – 9:50 a.m.	Morning Activity (Camp-wide)

9:50 a.m. – 10:00 a.m.	Snack
10:00 a.m. – 11:30 a.m.	Swim/water activities
11:30 a.m. – 11:45 a.m.	Change after water activities
11:45 a.m. – 12:15 p.m.	Lunch
12:20 p.m. – 1:10 p.m.	Afternoon Rotation # 1 (Art, Sports and Games, Outdoor Ed, and Teambuilding activities)
1:15 p.m. – 2:05 p.m.	Afternoon Rotations #2 (Art, Sports and Games, Outdoor Ed, and Teambuilding activities)
2:10 p.m. – 3:00 p.m.	Afternoon Rotations #3 (Art, Sports and Games, Outdoor Ed, and Teambuilding activities)
3:00 p.m. – 3:15 p.m.	Snack Time
3:15 p.m. – 3:50 p.m.	Afternoon Rotations #4 (Art, Sports and Games, Outdoor Ed, and Teambuilding activities)
3:50 p.m. – 4:00 p.m.	Closing circle – clap out
4:00 p.m. - 5:30 p.m.	Check out

Typical Daily Camp Schedule (Field Explorer and Specialty Camps)

Time	Activity
8:30 a.m. – 9:00 a.m.	Drop-off and Pick-up
9:00 a.m. – 9:10 a.m.	Morning Circle
9:10 a.m. – 9:50 a.m.	Morning Activity (Camp-wide)
9:50 a.m. – 10:00 a.m.	Snack
10:00 a.m. – 11:30 a.m.	Swim/water activities
11:30 a.m. – 12:15 p.m.	Lunch
12:20 p.m. – 1:00 p.m.	Afternoon Rotation # 1 (Art, Sports and Games, Outdoor Ed, and Teambuilding activities)
1:05 p.m. – 1:45 p.m.	Afternoon Rotations #2 (Art, Sports and Games, Outdoor Ed, and Teambuilding activities)
1:50 p.m. – 2:30 p.m.	Afternoon Rotations #3 (Art, Sports and Games, Outdoor Ed, and Teambuilding activities)
2:30 p.m. – 2:45 p.m.	Snack Time
2:45 p.m. – 3:30 p.m.	Afternoon Rotations #4 (Art, Sports and Games, Outdoor Ed, and Teambuilding activities)
3:30 p.m. – 4:00 p.m.	Closing circle – clap out – check out



General Swimming Pool Information

The Community Center, Hilliard Station School, Hoffman Trails Elementary, United Methodist Church, Field Explorer Camp, and Kidstruction Camp sites swim from 10:00 a.m. – 11:30 a.m. when the pool is closed to the public. Lifeguards are on duty and swimming is encouraged for camp staff.

Aquatic Center Swim Schedule

Last Updated 12.11.24

Monday: Swim Test and Safety Day = ALL camps
Tuesday and Thursday: Field Explorer and Rec Camp
Wednesday and Friday: School Sites

All camp sites swim at the Hilliard Family Aquatic Center. All campers need to pack a swimsuit and towel each day for camp. Ideally campers will wear their swimsuits to camp with a change of clothes in their bag. Campers will have water activities at their camp locations on non-pool days.

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.

All campers will be swim tested by our lifeguard staff. If your child cannot swim or needs to be restricted to shallow water only, 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.

Swim Test and Wristband Color System

All campers will be required to take a swim test by the lifeguard staff on the Monday of each week. Campers will only need to take the test once per summer. Camp staff are required to track each campers' results to make sure all campers are accounted for.

- **Red Wristband:** Zero Depth Pool to 2 ft.
- **Yellow Wristband:** 4 ft. – 6 ft.
- **Green Wristband:** 6+ ft.



Specialty camps such as History Express and Biz Kids camps do not swim.

Behavior Management

While enrolled in our programs children must...

- Display acceptable behavior.
- Follow Hilliard Recreation and Parks Department's 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 and 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 (no refund will be provided).

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, demonstrate inappropriate behaviors; are 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 and Parks programs. Definitions and criteria for each rule guarantee 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's 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!



Additional Camp Rules

- The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities.
- Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs," spitting, and other inappropriate behaviors will not be tolerated.
- The child will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
- Rec Camp strictly prohibits the use of tobacco, alcohol, and non-prescribed drugs.
- The child will respect the private property of others and understand that stealing or vandalizing the property of others will not be tolerated. The repair of any maliciously caused damage will be paid for by the parents or guardians of the camper who caused it.

What can you do to help your child adjust to camp?

- Let your child know that you love them and that you are confident in their ability to cope.
- Remind yourself that camp is a process and that the staff needs time to work with your child. Do not expect results overnight.
- Think of suggestions that might be helpful to our staff in working with your child. Even though children may behave very differently at camp from anywhere else, you know them best. If you have an idea you think might help, share it with the appropriate person here at camp. After all, the results for your child will be better if we work together as partners.
- Encourage your child to share with their counselor (or other adult staff member they trust) what they seem to be saving for you. Our staff can help your child much better if your child talks with us directly. Avoid the triangle that may occur where you, the parent, are one point, we are a second point, and your child is the third point. Direct communication will help us to help your child grow.

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 a 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.

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, and 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 if multiple camp staff need 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 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.

Accommodations

If your child needs an accommodation or is on an IEP at school, please be sure to fill out the Inquiry of Needs form at the following [LINK](#). This information is vital for the success of your child at camp. If you have any questions about completing this form, please reach out to our camp director, Nick Pangio, at npangio@hilliardohio.gov

The Inquiry of Needs form can also be found on our camp website at <https://hilliardohio.gov/summer-rec-camp/>

Medical Needs at Camp

Management of Illness

Please keep your children at home if they are sick. Children exhibiting minor cold symptoms or who 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.

- Temperature of 100 or higher (Child must be fever free for 24 hours prior to returning to camp.)
- Severe coughing
- Difficult or rapid breathing
- Unusual spots or rashes
- Vomiting
- Diarrhea
- Sore throat and difficulty swallowing
- Itching eyes and skin
- Inability to participate in normal activities
- Evidence of untreated lice, scabies, or other parasitic infection

When a child is diagnosed by a physician with a communicable disease, an exposure email will be sent out to all the families within the affected camper's group. The notice will list the name of the disease, the date the symptoms were first observed, the date of diagnosis, the incubation period, typical signs and symptoms of the disease, and typical treatments. Families are urged to consult their own physician for advice about precautions to take with their child.

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.

Lost and Found

We will maintain a lost and found throughout the camps and do our best to keep track of camper items. Each Friday during closing circle, lost and found items will be displayed for campers to claim. In addition, a bin or table will be set up at pick-up for parents to look through the items that we have. All items that are not claimed will be donated to charity.

Confidentiality

Once you share information with us, our promise is to share it only with the people who have direct contact with your child. If you have special concerns about confidentiality, please let us know so we can sort them out together. If your child is worried about privacy, reassure them that other campers will not know and only the adults who can help them will know.

Camp Refund Policy

No refunds will be granted after March 15 and any refunds processed prior to March 15 will incur a \$75 processing fee. No refunds will be provided if a camper is dismissed from camp.

Emergency Preparedness

Severe Weather & Storm Protocol

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

- All counselors and campers need to evacuate the area at the first sound of thunder or sighting of lightning.
- Groups seek shelter at the closest indoor facility, avoiding outdoor shelter houses.
- Outdoor activities may resume 30 minutes after a storm has passed.
- 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.
- If you hear thunder, then there is also a presence of lightning. Do not congregate under trees or tall objects and 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.

Camps that take place at the outdoor shelters or the aquatic pavilion need to seek shelter inside the Community Center.

Fire Drills

Each site is required to conduct one (1) fire drill 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.

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.

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. 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.

An accident report is completed on the day of the incident/injury if any of the following occur:

- Child has an illness.
- Accident or injury which requires first aid.
- Child hits his/her head on anything.
- An unusual or unexpected event occurs which jeopardizes the safety of the child.



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. Review the current version: [HERE](#)

