

Auburn Parks, Arts & Recreation 2019 Summer Camp Parent Handbook

We are looking forward to your child's participation in Auburn Parks, Arts & Recreation Summer Camps! Safety is of primary importance. Children are cared for in a supervised, caring atmosphere with unlimited opportunities to participate in sports, games, crafts and FUN! Campers may be divided into small groups of ten or less by age/skill level. All campers must be toilet trained.

Location:

Mix & Match, Skyhawks Sports Camp, Tween Scene, TNT- Teens & Trips, Mt. Bike Camps, Adventure Camp- Auburn Community & Events Center- 910 9th Street SE, Auburn. Drop-off & pick-up is at The REC Teen Center.

Youth Day Camp- Terminal Park Elementary- 1101 D Street SE, Auburn. Drop-off & pick-up is in the Gymnasium. *****Please note: Before & After Care is held at the REC Teen Center from 7am-8:30am and 4:30-6:00pm. Before & After Care for Youth Day Camp is held at Terminal Park Elementary 7am-8:30am and 4:30-6:00pm.**

Time:

- **7:00 AM- 9:00 AM** Before Care. (Tween Scene, Adventure Camp, TNT, Mt. Bike Camps, AM Mix & Match, All Day Mix & Match, Skyhawks Sports Camp, Youth Day Camp) **Doors do not open until 7 AM**
 - **9:00 AM-4:00 PM** All Day Camps (Tween Scene, Skyhawks Sports Camp, Adventure Camp, TNT, Mt. Bike Camps and Youth Day Camp)
 - **9:00 AM-12:00 PM** (Half Day Morning Camps- Mix & Match, Skyhawks Sports Camp)
 - **12:00 PM-1:00 PM** Lunch only for children attending BOTH Morning & Afternoon Mix & Match camps
 - **1:00 PM- 4:00 PM** (Half Day Afternoon Camps- Mix & Match, Skyhawks Sports Camp)
 - **4:00 PM- 6:00 PM** After Care. (Tween Scene, Skyhawks Sports Camp, Adventure Camp, TNT, Mt. Bike Camps, PM Mix & Match, All Day Mix & Match, Youth Day Camp)
- ***Any time after 6:00 PM is considered late pick-up and will incur a charge of \$1/minute late.**

Program Registration:

Registration can be completed 5 ways:

1. Walk-In- the Administration Office is located inside the Auburn Community & Event Center, 910 9th ST SE. Hours are Monday-Friday, 6:30 AM-9:00 PM and Saturdays, 8:00 AM-4:00 PM.
2. Mail In- Auburn Community & Event Center, Attn. Registration, 910 9th Street SE, Auburn, WA 98002
3. By Phone- 253-931-3043 Monday-Friday 6:30 AM-9:00 PM, Saturdays, 8:00 AM-4:00 PM
4. Online- www.auburnwa.gov/play
5. Fax- 253-931-4005

Full fees are due at the time of registration or with deposit option.

Camp registration ends at noon, the Friday before camps start.

Note: Payments will be accepted on site (Community & Events Center) only if space is available.

Deposits:

For the convenience of reserving a spot in camp, you may make a \$50 deposit per full day camp or \$25 deposit per half day camp. Deposits are NON-REFUNDABLE and NON-TRANSFERABLE to other camps or classes. All deposits are applied to the total session fee. Full fees are due by Thursday, six (6) business days prior to the week of camp. Balances will automatically be scheduled to be paid by credit/debit card or electronic transfer provided by you at the time of registration. If your full payment is not received by Thursday, six (6) days prior to the week of camp, your spot will no longer be reserved, and your deposit is forfeited.

Late Registrations

Registrations received less than six (6) business days from the start of camp will be assessed an additional \$25/half day camp and \$50/full day camp. Full payment is required when registering online. Deposits apply to weekly fee.

Transportation (please updated dates & programs)

Transportation will be provided to children participating in the following programs:

- July 15-19 LEGO Camps
- August 12-16 LEGO Camps
- August 5-9- Mix & Match Living History Camp (**Children MUST meet at the REC Teen Center by 8:30am and will be transported to the Mary Olson Farm and back to the REC Teen Center each day**)
- August 12-16- Mix & Match Living History Camp (**Children MUST meet at the REC Teen Center by 8:30am and will be transported to the Mary Olson Farm**)

***Booster seats will be provided for all children falling within the Washington State Booster Law.

Policy for Signing Children In & Out

Day Camp and Mix & Match camps require a daily parent/guardian sign-in and sign-out process. Children will only be released to those listed as an authorized pick-up person on the child's Participant Information Form. Valid Photo ID must be presented at time of pick up. Teen/Tween Camps (TNT-Teens & Trips, Tween Scene, Adventure Camp, Mt. Bike Camp) do not require parent/guardian sign-in/sign-out. Please accompany all children (including teen/tween camps) on the first day of each camp to ensure that appropriate waivers and forms are complete.

Absences

If your child will not be attending camp it is helpful to call camp staff and let them know ahead of time. The on-site phone for camps ran out of the REC is 253-876- 1963. The on-site phone for the Youth Day Camp is 253-204-1761. There are no refunds for missed days.

Late Pick-Ups

A late pick-up fee of \$1/minute will be charged for children picked up after 12:00 PM for morning only Mix & Match, or after 6:00 PM for all camps. Late pick-up fee will be charged to your account and must be paid prior to your child's participation in their next registered program.

Camper Items to Bring Daily

Please provide the following items each day for your child. Items should be labeled with your child's name.

- Water Bottle
- Sun screen (camp does not provide). Kids do not share. Sunscreen will be applied by the child. Please see Day Camp sunscreen authorization form.
- Proper swim attire and towel when appropriate
- Tween & Teen Camps will receive a weekly packing list via email.

Camp Behavior Expectations

Auburn Parks, Arts & Recreation provides programs that develop personal life skills, social responsibility, healthful activities, and leadership while responding to the individual needs of youth in a changing society. Auburn Parks expects that all campers will:

- Follow the safety rules of camp
- Cooperate with other campers and staff
- Respect the rights and properties of others
- Listen and follow instructions
- Participate in activities
- Have FUN!

Disruptive Behavior

Children are entitled to a pleasant and harmonious camp environment. Children displaying chronically or severe disruptive behavior may be asked to leave the program. This behavior is defined as verbal or physical activity which may include but is not limited to behavior that:

- Requires frequent attention from staff
- Inflicts physical or emotional harm on children or staff (including hazing, harassing, or bullying)
- Displays destructive behavior
- Continually ignores or violates camp safety rules

If a child becomes a serious discipline problem, the Camp Coordinator/Site Director will notify the parents of the situation and discuss a solution. If improvement does not occur or a solution cannot be determined, the child may be dismissed from the program. No refund will be issued.

Discipline Policy

Our camps revolve around choices. The children may choose to follow our expectations, or they may choose to face the consequences. Depending on severity of behavior, the coordinator and/or manager may choose to skip steps altogether.

The City retains the right to suspend or remove participants for offenses without resorting to progressive discipline where such actions would be in the best interest of the City. This policy is not to be interpreted of a promise of specific treatment and is designed to advise in instances of misconduct.

1. First/Second Offense: Verbal Warning
2. Third Offense: Time Out/Think Time Sheet
3. Fourth Offense: Site Director/Coordinator talk with parent
4. Fifth Offense: Coordinator and Manager of program will determine if the child will be on probation or suspended from camp.

Child Transportation Safety

The safety of each child is our priority. In the event that staff feel the adult in question is not in a condition to be driving, we will adhere to the following:

- Staff will attempt to contact additional authorized adults on file to transport the child and adult.
- If the person is aggressive and/or threatening, the staff will call 911
- If the situation recurs repeatedly, services will be discontinued

Mandatory CPS Reporting

Staff supervising children who have a reasonable cause to believe injuries are other than accidental, or children are suffering physical neglect or sexual abuse must report to the Department of Child Protective Services or law enforcement.

Illness, Injury, Emergencies- Please Do Not Send Sick Kids To Camp

If a child becomes ill, attempts will be made to isolate them until a parent can be notified for pick-up. If necessary, emergency care will be provided as authorized on the Emergency Information form and a parent will be contacted immediately.

Medication

Auburn Parks, Arts & Recreation does not administer shots or dispense or store medications of any kind.

Breakfast/Snacks/Lunch

Breakfast is NOT provided. Children may bring their own breakfast if they would like. Lunches are provided by the Auburn School District if you choose July 1-Aug 15. Children may choose to bring their own cold lunch from home, re-heating will not be available. School district lunch is not available for Tween Scene, TNT, Adventure Camp or Mt. Bike Camps.

Personal Items

Children are prohibited from bringing toys, makeup, phones, money and electronics from home. This policy does not apply to Tween Scene, TNT, Mt. Bike Camps and Adventure Camps. If items are brought they will be taken away and held for parents at pickup.

Thank you for taking the time to read this handbook. We are excited to play with your child(ren) this summer and have you be a part of our summer fun. If you have any questions or concerns, please feel free to call our office at 253-931-3043.