



Friday, April 01, 2016

Dear Parents and Campers:

Welcome to Adventure Day Camp, a program of the Tiffin Park and Recreation Department! We would like to share some general information as well as inform you of our general camp rules and disciplinary policy. Our rules and disciplinary policy are established to reduce safety risks and to provide a positive atmosphere for all campers and staff.

First, let's talk about the logistics of Adventure Day Camp. The drop off location is at the Barn in Hedges-Boyer Park. Groups will have assigned pick-up points given to them on Monday morning. All campers must be signed in and out of camp and we (the staff) need to know who is picking each camper up. Campers are expected to arrive on time as well as be picked up on time. Each camp starts at 9:00 a.m. and ends at 4:30 p.m. Please be advised that our Day Camps will be conducted Monday-Thursday this year. Campers should wear **SNEAKERS** (no sandals until pool), as well as dress in play clothes each day. Campers will be playing outdoor games as well as working with paint and other art supplies during the various camps. Campers will also have the opportunity to swim almost daily, depending on weather and maintenance tasks needed at the pool this year. Thus, each camper needs to bring a swimming suit and a towel along with **SUNSCREEN LOTION**. You may send spending money with the children for use at the concession stand at the pool. However, **THE TIFFIN PARK & RECREATION DEPARTMENT STAFF ARE NOT RESPONSIBLE FOR MONEY OR ANY OTHER ITEMS**. Campers must bring a sack lunch daily as well as a plastic bottle for drinking water. Parents, please refer to the camper checklist enclosed before sending your child each day.

Each Adventure Day Camp centers on a theme with themes for this year as follows:

- Adventures in Nature– June 13-16 for 8-10 year olds only (9:00 a.m. – 4:30 p.m.)
- Adventures in Nature – June 20-23 for 5-7 year olds only (9:00 a.m. – 4:30 p.m.)
- Around the World – July 5-8 for 8-10 year olds only (9:00 a.m. – 4:30 p.m.)
- Around the World – July 11-14 for 5-7 year olds only (9:00 a.m. – 4:30 p.m.)
- Pre-Teen/Teen Camp – June 6-9 for 11-15 year olds (**10:00 a.m. – 2:00 p.m.**)

Campers must pre-register for each camp! **WE WILL NOT BE RESPONSIBLE FOR YOUTH WHO ARE NOT REGISTERED BUT ARE DROPPED OFF AT THE DAY CAMP SITE.**

Enclosed you will find the general camp rules and disciplinary policy. Please read over this information carefully as well as share it with your child. If you need additional forms they can be found and printed off from our website at [www.tiffinparks.com](http://www.tiffinparks.com) If you or your child has any questions regarding the rules, disciplinary policy, or other camp related information, please call the park and recreation department at 419-448-5408 and speak to me or to our Director, Bryce Kuhn.

We look forward to meeting both, you and your child. We are excited about our theme camps and are confident that our Day Camp programs will be both a fun and memorable experience for all our campers.

Sincerely,

Nick Basting,

Recreation Coordinator  
Tiffin Park and Recreation

## General Camp Rules



1. Campers are to be picked up from camp on time. Failure to comply with this rule may result in your child's loss of privilege to attend Adventure Day Camp.
  - a. If a camper is to be picked up early (prior to 4:30 p.m., please notify his/her camp counselor so they can have the child ready).
2. Campers, volunteers, and staff of Adventure Day Camp must not possess, consume, or be under the influence of controlled substances, alcohol, prescription drugs without a doctor's prescription, or nonprescription drugs (used in a manner inconsistent with their labeling) during any portion of Adventure Day Camp.
3. Campers are not permitted to use or be in possession of tobacco products. Camp staff and volunteers are not permitted to use tobacco products during Adventure Day Camp.
4. Campers, volunteers, and staff of Adventure Day Camp must wear appropriate footwear at all times with the exception of the daily swim time.
5. All campers must be checked in and checked out of Adventure Day Camp daily by a parent, legal guardian, or a designated responsible party who is at least **16 years of age**.
  - a. In the event that the responsible party is not the parent or legal guardian of the child, Adventure Day Camp staff must have written permission from the parent or legal guardian of the child to release the child into the care of the designated responsible party.
6. Campers are not permitted to name call, tease, or engage in hitting, kicking, biting, or other violent physical contact with other campers, volunteers, or staff.
7. Campers, volunteers, and staff are not permitted to use profane language.
8. Campers caught stealing or damaging property of other campers, volunteers, staff, or the park and recreation department will be suspended from participation in Adventure Day Camp.
9. In the event that we need to send campers home due to extreme or unsafe weather conditions, camp staff will call each child's emergency contact to come pick up the child.
  - a. In the event that the Tiffin Park and Recreation Department must cancel Adventure Day Camp, it will be posted on our Facebook Page and/or our website at [www.tiffinparks.com](http://www.tiffinparks.com).

#### **Our disciplinary policy is as follows:**

- Campers will have (2) verbal warnings daily, and then parents will be called to remove the camper for the day.
  - a. If the parent cannot be reached, the camper will lose the right to attend the next day.
- If the same problem occurs the next day at camp, the camper will be given (1) additional warning; the parent will again be notified; and the camper will lose the privilege to attend the remaining days of camp. (If this occurs on the last day of camp, the camper will not be permitted to attend the next month's camp!)
- Campers may be suspended immediately for serious violations such as fighting, use of foul language, destruction of property, smoking, alcohol or drug use, etc...

#### **Over Please**



## CAMPER'S DAILY CHECKLIST

### Dress for Success:

- Sneakers
- Play Clothes
- If Raining, Rain Gear

### What to Bring:

- Sack Lunch
- Swimming Suit
- Sunscreen- please advise campers to use at each break
- Towel
- Snack Money (optional)
- Rain Gear (in case of rain)
- Jacket or Sweatshirt (in case of inclement weather)
- Epi-pen (if allergic to bees)

Please label all items with the child's name and phone number.

*Thank You!*