

## PARENT INFORMATION



The following information contains rules, policies and basic camp information that you as a parent will need to be aware of this summer. Please read through this booklet and if you have questions you may contact any of the staff persons listed on the last pages of this booklet.

**FEES:** Camp fees must be paid in full before a child may begin a camp session. Camp fees include the cost of 1 t-shirt per child and the cost of field trips. Please make checks payable to City of Tulsa.

Session 1: June 4-8	Session 2: June 11-15
Session 3: June 18-22	Session 4: June 25-29
Session 5: July 2-6 (no camp 7/4)	Session 6: July 9-13
Session 7: July 16-20	Session 8: July 23-27
Session 9: July 30-August 3	Session 10: August 6-10

When enrolling, you must pay IN FULL for the 1<sup>st</sup> session that you are enrolling your child in. You may secure spots in remaining sessions by placing a \$10 deposit on each session that you want to enroll in. Deposits are transferable, between sessions, but are NOT refundable.....unless you are asked to remove your child from camp. **Please READ and make sure that you understand the payment policies in the following pages pertaining to payments schedules.**

There will be a \$10 discount per session for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> children in an immediate family....brothers and sisters. Extended family members (cousins, etc.) are not considered immediate family.

**REFUNDS:** In the event your child is expelled from the Tulsa Parks Daycamp program; you will receive a refund for any paid deposit of the remaining **FULL** weeks/sessions in which the child is enrolled. If **you** want to drop your child from a camp session, you must inform the staff, **in writing**, by Monday prior to the week(s) you would like to withdraw from or you **will not** be given a refund and the deposit **will not** be applied to a future session. Refunds will not be given for days missed.

**HOURS:** Day camp programming begins at 9 a.m. and ends at 5 p.m. daily. Parents may drop off their children beginning at 7:30 a.m. and children must be picked up by 5:30 p.m. Additional fees will be charged if a child is picked up after 5:30 p.m. These fees must be paid before a child can return to camp. Late fees are as follows:

5:31-5:45 p.m.	\$10
5:46-6 p.m.	\$20
After 6 p.m.	\$20 + \$5 for each additional 5 minutes

**CHECK IN/OUT POLICY:** To ensure your child's safety, you or the authorized person(s) listed on your child's registration form **must accompany your child inside** the building each day to sign the check-in sheet. Persons, other than a parent, authorized to pick up your child will be required to present an ID or other verification. Parents also may be required to show an ID until staff becomes familiar with them. The checkout sheet must be signed daily. Your child will **ONLY** be released to the authorized person(s) on the registration list. Any changes must be made in writing and hand delivered to camp staff. **Please notify the office if your child is going to be absent.**

**DRESS CODE:** Camp T-shirt is **required** on all field trips. Your camp fee pays for 1 shirt for your child. Additional shirts may be purchased at your daycamp site, if they have extra shirts. **No sandals please. We ask that you send your child in closed toed shoes only. Flip-flops may be brought to wear to the pool. It's best to wear socks and tennis shoes daily.**

**PERSONAL ITEMS:** Children should not bring I-Pods, electronic equipment or any other items of value to camp. Please see personal items policy.

**FOOD:** Campers must bring a non-refrigerated lunch with their names on it. Do not send foods that need to be heated in a microwave. Vending machines are available at some of the recreation centers and may only be used during afternoon snack time. Use of vending machines is a privilege and staff may limit use or cancel use due to behavior or time restraints. **Campers should eat breakfast before they come to camp.**

**MEDICATION:** Medications for your child must be kept in the office. This includes asthma inhalers. They must be in their original container with dosage information, doctor's name and the child's name on the label. We will keep a medications log in the office, and dispense medications according to the log. Please check your child's medication into the office at the beginning of the day (or week), and fill out the log sheet for your child.

**FIELD TRIPS:** Please read and sign the field trip permission slip enclosed in your enrollment package. **No child will be allowed to participate in a field trip without a signed authorization form. Other arrangements must be made for children not participating in field trips. Please do not try to "meet up" with us on trips to Big Splash, Zoo etc. if your child cannot be at camp at the designated time. Only if you can meet the bus when it arrives at the field trip site, will we be able to accommodate a late arrival.**

**DISCIPLINE:** Although it is not a major problem, we occasionally have a discipline problem. We handle problems on a case-by-case policy. Generally, up to two warnings are given before a child receives a "time out". Parents will be notified **in writing** of any problems we are having with your child. Aggressive behaviors will not be tolerated, even on a first offense, and parents will be called. If your child's attitude and behavior continually create disruption that puts the group safety in jeopardy, parents may be asked to come and pick up their child at any time.

**SUSPENSION AND EXPULSION POLICY:** Tulsa Parks will not tolerate campers who display deliberate acts of violence, verbal abuse or acts that can be potentially harmful to themselves or others. Verbal abuse is defined as inappropriate language, profanity, or any comments that are sexual in nature. Violators will be subject to suspension or immediate expulsion. **If your child is expelled from any Tulsa park, he/she may not enroll at any other Tulsa Parks location.**

**SPENDING MONEY:** Children bringing spending money for field trips or snacks may check their money in to the office each morning. Children will be responsible for how they spend their money. Staff, as a rule, does not monitor what a child buys with his or her money.

**HEALTH RELATED ISSUES:** Please see the No-Nit Protocol regarding lice included in this handbook.

**HOLIDAYS:** There is no camp on Wednesday, July 4, due to Independence Day.

**EMERGENCY WEATHER SITUATIONS:** Each camp site is equipped with a weather band alert radio. Each building has designated "safe" locations. Safety drills are practiced weekly.

**PROBLEMS:** Please bring any problems or concerns that you may have to the Park Manager or the Recreation Coordinators at your site. Phone numbers and e-mail addresses are listed on the last pages of this handbook.