



Medina Community Recreation Center ♦ 855 Weymouth Road ♦ Medina, Ohio 44256  
Phone: 330-721-6900 Fax: 330-721-6905

Dear Parent/Guardian:

Welcome to the Medina Community Recreation Center Discover Camp Program! We are looking forward to spending an exciting summer with your family. This folder has been provided for you to help familiarize your family with an overview of our program. Please take some time to read through this folder and discuss the information with your child (ren), to let them know what the camp is all about!

Your Parent/Guardian Information Folder should include the following contents:

- **The Parent/Guardian Handbook:** This handbook is designed to provide you and your child (ren) with all of the information necessary to enjoy our program and familiarize you with the policies and procedures used by our staff.
- **The following forms should be completed and returned to the Medina Community Recreation Center by May 31<sup>st</sup>, or prior to your first week of camp.**
  - **MCRC Summer Camp Emergency Procedure Form (one per child)**
  - **Request for the Assistance in The Administration of Medication (one per child) –which must be filled out even if there is no medication to be given as it includes the sunscreen application approval form**
  - **A Pick Up and Sign Out Authorization Form (one per family)**
  - **Camp Questionnaire (one per child, to be filled out by the child)**
- **Medina County District Library Youth Registration Form.** Please complete this form and submit it to the Library to receive a library card for your child prior to the start of camp. (If your child already has a card on file, please let us know.)
- **MCRC Natatorium rules, and Municipal Pool rules**

Our staff is looking forward to getting to know you and your child (ren) throughout our adventures this summer! Please don't hesitate to contact us at any time if you have any other questions, concerns, or suggestions about the program!

Sincerely,

Maureen Dowell  
Program Specialist  
Medina Community Recreation Center  
330.721.6935  
[mdowell@mcrc.medinaoh.org](mailto:mdowell@mcrc.medinaoh.org)

# DISCOVER CAMP!

## Camp Handbook

### Camp Contact Information

Maureen Dowell, Camp Coordinator, Program Specialist  
330.721.6935 [mdowell@mcrc.medinaoh.org](mailto:mdowell@mcrc.medinaoh.org)

Nita Justice, Program Manager  
330.721.6937 [njustice@mcrc.medinaoh.org](mailto:njustice@mcrc.medinaoh.org)

MCRC Front Desk: 330.721.6900

### **How do I safely drop off and pick up my camper?**

Camp pick-up and drop off areas vary, but can be expected to be in the rec center, in one of the community rooms, or out at the pavilion. When that changes, parents will be notified by signs directing you to the correct drop off/pick up area. NOTE: The MCRC is closed for annual maintenance during Week 9 August 8-12. The pickup drop off locations will not change, although you will be contacted accordingly if something does come up.

All campers should be dropped off between 7:45am-8:30am and must be picked up between 4:30pm-5:10pm. If there are any days your child will be dropped off late or picked up early, please notify the camp staff. It is your responsibility to inform the Summer Camp Staff of any unusual schedule changes.

When dropping off your child, be sure to sign him/her in with a counselor present before leaving them for the day. For the safety of your child, a counselor needs to be able to confirm the child's arrival, and update you on any necessary information before camp begins that day.

When you come to pick up your child, you will be asked to sign him/her out with a counselor present. This is done again for your child's safety, and to update you on any information you may need for the following day of camp. Please make sure that everyone who may be signing out your child is listed on the Pick Up and Sign Out Authorization Form. Individuals picking up your child may be asked to present ID when they sign him/her out. This is not meant as an insult, but rather, as a method of ensuring your child's safety.

The regular MCRC Summer Camp program closes at 5:00pm. If you are late picking up your child, please call the MCRC Front Desk at 330-721-6900 and they will get in contact with the camp. A late fee of \$1.00 per minute may be assessed for habitually late pickups, which will be recorded, and may result in the permanent removal of your child from the program.

### **Can I drop off late or pick up early each day?**

Campers are expected to fully participate each day at camp. If special occasion arrangements need to be made please let your counselor know.

### **If my child misses a day of camp will I receive a credit or refund?**

No refunds or credits will be issued due to absences as a result of illness or vacations. Special requests will be addressed on an individual basis for extenuating circumstances. No refunds will be provided for cancellations made less than two weeks in advance.

### **What should my child wear to camp?**

Campers should come dressed each day for play, mess, activity and sports. Tennis shoes or rubber-soled shoes are required. For safety, campers will be required to wear Camp T-shirts on field trip days. Please dress your child appropriately. Girls should not wear dresses or skirts of any kind. Sandals or open toes shoes will not be allowed in order to limit the possibility bee stings & injuries. Discover Camp also fully supports school dress codes, so please ensure what your camper wears or brings to camp is appropriate as well. Please no short shorts for girls, or clothing with inappropriate language or prints. Counselors will contact you to come replace clothes if they feel the camper is not appropriately dressed, or will not be able to fully participate in a camp day.

### **What should my camper bring every day?**

The camp staff encourages campers to bring a book bag everyday with the following items lunch, sunscreen, swim suit and towel, a snack for the afternoon and water bottle. Bags will remain near campers at all times. All items should be clearly marked with the camper's name.

### **What should stay at home?**

The MCRC Summer Camp Staff prohibits children from bringing toys, money, ipods, cell phones, video games, valuable personal belongings from home, aquatics equipment and other electronic devices. If at any time throughout camp counselors decide to allow such items, a memo will be sent to notify each parent of this.

### **What if my child takes a daily medication or has a prescription?**

If your child should need to take medication during their stay at camp, you must complete a Request for Assistance in the Administration of Medication Form. This form must be completed for both prescription and non-prescription drugs, as well as sunscreen. Summer Camp Staff members are not authorized to assist in administering medication to any child that does not have this form completed and on file. If a change in prescription or dosage occurs, the proper changes must be made to the current form or another form must be completed.

### **What happens if my child gets sick during camp?**

If a child becomes sick during the program, the staff will attempt to make the child comfortable and provide a quiet place for them to rest. The parent/guardian will be notified as to the child's state and it will be determined whether the child needs to be picked up. As a courtesy to all campers, please do not bring your child to camp if they are sick.

### **What happens if my child gets injured during camp?**

Minor injuries will be reported to the parent or guardian at pick up time. When an accident or injury occurs that requires first aid, a report will be completed. At the time of pick up, a staff member will review the form with you, answer any questions and ask you to sign and date the form. The completed form will be kept on file and you may request a copy for your personal records. If an injury is more severe than what our counselors can assist with, EMS will be contacted, and parents will be notified immediately.

### **Will the camp run the same way each day?**

Our days at camp will be filled with many exciting activities, field trips, special events, games, crafts and FUN! During the day campers will participate in activities relating to sports, arts and crafts, science and nature, and more. To give you a general idea of what you can expect each day:

|               |  |
|---------------|--|
| 7:00-8:30am   | Before Camp Care includes quiet play, games, arts & crafts and small group activities  |
| 8:30am        | Arrival, attendance & daily announcements  |
| 9:00-10:00am  | Warm-up activities- Ice-breakers, dramatic play, game stations, science experiments, dress up and more.  |
| 10:00-11:30am | Morning activities- arts & crafts, indoor & outdoor play, themed activities, field house games, walking trips to parks, Library, swimming                        |
| 11:30-12:30pm | Lunch  |
| 12:30-3:30pm  | Afternoon activities- swimming, arts & crafts, indoor & outdoor play, themed activities, field house games, walking trips to parks, movies and more.             |
| 3:30-4:30pm   | Cool-down activities-reading time, small group activities, dramatic play, game stations, science experiments, and more.  |
| 4:30-6:00pm   | Pick-up, sign-out, camp updates, and announcements followed by After Camp Care including-quiet play including games, arts and crafts, and small group activities |

**How will field trip days be different from regular camp days?**

On field trip days the camp schedule will be dictated by the specific destination, and parents will be notified of any other updates in a timely manner. Each week we will be taking a theme related field trip. Please refer to the weekly camp calendar for a list of the field trips and days. Cost for all field trips is included in camp registration fee. Gift shops and/or concession stands will not be available to children. No money should be sent with the campers at any time.

**What will the staff to camper ratio be?**

Campers will be grouped primarily by age and grade level. In order to provide a safe and fun environment for all children, a staff to child ratio of 1:10 (dependant on age group) will be maintained at all times.

**Are the kids broken into age groups?**

Yes, the MCRC believes that age groups are valuable to a positive camp & social experience. However, there are times the entire camp program is together. At these times, all counselors are present and we encourage proper social interaction among all age groups. We typically break groups into ages 5-7, 8-10, & 11-13 but may vary slightly depending on number of registrants in age groups to comply with staff to camper ratios.

**What will make the new 11-13 age group different than in years past?**

This year as we explore this specific breakdown, this age group will have a varied schedule than the other groups throughout the camp week. They will have their own counselors and work on age specific crafts and games that are more specifically geared toward their age. This group will also be working on a service project throughout the summer that will provide them with the opportunities to explore teamwork, leadership, and responsibility. There will be times during lunch, swimming, and on bus trips to field trips that they will overlap with the younger kids, but the majority of each camp day will be spent among their peers.

**Are the games, arts and crafts and activities age appropriate?**

Yes, counselors do weekly planning to provide a fun and safe camp experience for your child. There may be occasions when the entire summer camp participates in activities together. If there is a particular activity your child would like to do at camp, they are encouraged to tell their counselor.

**What if my child does not want to participate in an activity or swim time?**

Our activities are thoroughly planned for each age group and change often to reflect the campers' likes and dislikes. We encourage our campers to try everything, to learn new things about themselves, and others. We allow them the opportunity to have their individual play time as well to explore their favorite activities. In the event that a child is not able to participate, we will give them a quiet activity to work on while the rest of the children are involved in the group activity.

**When is lunch and what is provided?**

Every camper must bring a brown bag lunch each day. Refrigeration will not be available. Water will be available throughout the day, but campers are encouraged to pack a drink of their own for lunch time. On field trip days, please pack your child's lunch in a plastic, disposable bag, properly labeled with their name. We ask that you refrain from bringing your child fast food during their lunch break.

**Are snacks provided?**

On some occasions, the counselors bring in treats for the children. We do encourage you to pack an additional snack or two with your child each day. After swim time in the afternoon (prior to pick-up) your child has free-time in which they can eat their snack.

**What area of the recreation center will the campers be using?**

Campers will get the opportunity to use many areas of the recreation center including the field house, community rooms, outdoor pavilion, fields, natatorium and locker rooms.

**Will the campers be walking to any destinations?**

Campers will be walking throughout the week. Campers will walk to the library, park, and the Municipal Pool. Campers will be encouraged to focus on healthy activities, walking will be a daily activity.

**Will my child get to watch movies?**

Campers will occasionally get the chance to watch movies that are rated either G or PG and are approved by the MCRC Program Staff. Should you have any concerns about what movies will be viewed, please contact the Program Staff.

**Does my child need a library card for weekly library visits?**

Each camper will need to have their own library card. Registration forms are included in your camp packet, or can be filled out at the library. Families need to get their cards before camp begins. Campers will be encouraged to participate in the summer reading program. Make sure that campers have their cards with them on library days. Campers will also have the opportunity to use the library computers and other resources. Counselors will not be taking items out for campers without a card, and Camp is not responsible for any damage done to items taken out by campers. Pack a Ziploc bag to keep borrowed material safe and dry each week.

**How often will my child be swimming?**

Campers will have the opportunity to participate in open swim several times a week at the Medina Community Recreation Center's indoor pool or the Municipal Outdoor Pool at Memorial Park. This time does not include any type of formal lessons. The price for swimming is included in the cost of the camp. MCRC Natatorium rules and regulations have been provided for in your parent folder. Please review these rules with your child prior to the first day of camp. All campers will be separated from the general public while changing and will utilize the MHS locker rooms located off of the MCRC Natatorium pool deck. If you do not want your child to participate in open swim time, or if you have any special concerns, please make sure to note that on the Camper Information Form. Each group counselor will have information on the swimming abilities of their campers based on the information you provide on their forms. Campers will enter the pool area as a group, but are divided into age groups during their swim time to better reflect both the activities planned by the counselors, and the swimming abilities of the each camper.

**What are the Behavior Expectations for Summer Camp?**

Every camper should have a thorough understanding of the camp rules:

- Respect all campers and staff
- Listen and follow all directions
- Rough behavior, fighting, abusive language and gestures will not be tolerated
- Use manners and be nice at all times
- Use all equipment and supplies for their intended purpose.
- Always ask permission to leave the activity area for any reason
- HAVE FUN!

Camp staff will develop further camp rules with the campers from the first week and amend them throughout the summer. Our staff will use positive guidance which will allow children to learn acceptable behaviors, ways to express emotions, manage friendships and interact with adults. The goal of our guidance and discipline is to help children develop self-control, self-direction and self-esteem.

### **Do you already have Discipline Procedures in place?**

Despite all attempts to encourage positive behavior, children will misbehave. The nature of the incident will determine the degree of disciplinary action taken.

The following actions will be taken:

1. **Verbal Warning:** Camper will be asked to refrain from a specified behavior. A maximum of 2 verbal warnings will be given before a Time Out is issued.
2. **Time Out:** The staff member will take the child to the side and explain why their behavior was inappropriate. Children will not be able to participate in activities, such as games &/or swimming until the age appropriate Time Out is over.
3. **Disciplinary Reports:** If a problem persists, a disciplinary report will be given to the parent/guardian upon pick-up. Campers will call their own parent to notify them that a report has been made. Disciplinary reports will be kept in the child's file.
4. **Parent Phone Call/Conference:** If the action is affecting the well being of the rest of the camp, the parent/guardian will be contacted and asked to pick the child up immediately. If this action takes place 3 times during the course of the program, the child will be dismissed from camp with no refund granted.
5. **Field Trip Suspension:** A child will be asked to stay home on the day of the field trip. No refund will be given.
6. **Camp Suspension:** If disciplinary actions persist throughout the summer the camper will be removed from camp. No refund will be given.

### **How do I keep in touch with camp staff?**

Communication between the staff and parent is vital. If you have concerns or suggestions regarding the program and/or your child, please contact Maureen Dowell at 330-721-6935 or via email at [mdowell@mcrc.medinaoh.org](mailto:mdowell@mcrc.medinaoh.org). We welcome any assistance or suggestions you would have to offer the Summer Camp Program. The camp will be equipped with a cellular phone, however, in the event of an emergency, please call the MCRC and the message will be relayed to the campsite immediately.

### **Can I claim Summer Camp on my taxes as childcare?**

To claim the camp as childcare, please keep all receipts from camp registration. The city tax exempt ID Number is 34-6001856. If you need more information regarding tax information and the summer camp program, please contact Christy Moats our Finance Assistant, 330-721-6919.

### **What are counselors prepared for?**

As a parent/guardian we understand that your child's safety is your primary concern.

- All camp staff are First Aid/CPR certified, background checked and fingerprinted
- All campers have emergency procedure forms on file with the camp staff
- The camp staff is equipped with all necessary first aid supplies
- Two way radios are used by the staff to increase communication on and off the camp site
- A cell phone is available for use in emergency situations
- Staff to camper ratios are kept at 1:10 or smaller in order to maintain a safe environment
- All staff has been trained on swimming and pool safety and lifeguards are on duty at all times

### **Legal Information:**

In accordance with the procedures set for in The Abused and Neglected Child Reporting Act, any Summer Camp Staff having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The proper authorities will be notified.

# MCRC Youth Day Camp Emergency Procedure Form

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Other Contact Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_

Other Contact Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Dentist's Name \_\_\_\_\_ Phone \_\_\_\_\_

Insurance Company Name \_\_\_\_\_ Policy # \_\_\_\_\_

**HEALTH INFORMATION**

Diabetic NO YES please explain \_\_\_\_\_  
 Allergies (including food) NO YES please explain \_\_\_\_\_  
 Medications NO YES please explain \_\_\_\_\_  
 Surgery NO YES please explain \_\_\_\_\_  
 Special Needs NO YES please explain \_\_\_\_\_  
 Problems with  Vision  Hearing  Speech  Behavior Please explain \_\_\_\_\_  
 Please indicate your child's swimming ability. Excellent Fair Poor

PLEASE COMPLETE PART I OR PART II BELOW

**PART I: Permission to Transport Child**

I give the Medina Community Recreation Center my permission to transport (name of child) \_\_\_\_\_

To (name of hospital/clinic) \_\_\_\_\_ for emergency medical or  
 To (name of dentist/clinic) \_\_\_\_\_ for emergency dental care.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART II: Refusal to Grant Permission**

I **DO NOT** give the Medina Community Recreation Center my permission to transport (name of child) \_\_\_\_\_  
 for emergency medical or dental care. In the event of an illness or injury which requires medical or dental treatment, I wish  
 the Medina Community Recreation Center to take the following actions \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Contract**

I have had the opportunity to read the Day Camp General Guidelines and Rules in the Youth Day Camp flier and address any concerns or questions I may have had. I agree to follow the policies and procedures and understand that failure to adhere to these policies may result in a suspension or loss of camp privileges without the opportunity for a refund.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Wavier**

In consideration of the City of Medina and the MCRC granting me permission to engage in the recreational activities at the Medina Community Recreation Center, the undersigned does hereby waive, release, save, and hold harmless and indemnify the City of Medina and the MCRC, their organizers, officers, employees, agents, and sponsors for any and all claims for damage for personal injury to me or loss of property which may be caused by any act or failure to act on the part of the City of Medina and the MCRC, their organizers, officers, employees, agents, and sponsors. I do hereby grant and give these groups the right to use my or my child's photograph or image with or without me or my child's name, both single and in conjunction with other persons or objects for the purpose of advertising and publicity only. The undersigned further assumes the risk of all dangerous conditions in and about the MCRC property both real and personal and waive any and all specific notice of the existence of such dangerous conditions if any.

Signature Required: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)



# PICK-UP AND SIGN-OUT AUTHORIZATION FORM

Please list the people you authorize to pick-up and sign-out your child from MCRC programs. Please inform these individuals that they will be required to present a photo ID when picking up the child. The individuals listed will also be contacted in the case of an emergency if the parent/guardian cannot be reached. This form will be kept on file for one year. Parents/Guardians are responsible for informing staff of any information changes or updates.

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

1. Name \_\_\_\_\_ Relation to Child \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Other \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

2. Name \_\_\_\_\_ Relation to Child \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Other \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

3. Name \_\_\_\_\_ Relation to Child \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Other \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

4. Name \_\_\_\_\_ Relation to Child \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Other \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Is there anyone who may NOT pick-up your child? \_\_\_\_\_

Are there any special custody or visitation arrangements which we should be aware of?  NO  YES

Please attach a copy of legal documentation if necessary

I understand that the MCRC Staff will not release my child to anyone who is not listed above. I also realize that the people on this list may be asked to produce photo identification upon signing out my child. In the event that any of this information changes, I will notify the MCRC staff in writing. In the case of late pick-ups, a late fee of one dollar (\$1.00) per minute will be assessed and added to my account. Future service will not be granted until late fees are paid in full. Repeated abuse of late pick-ups may result in loss of privileges.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





# My Favorite Things!

These questions will help us get to know you! Please let us know what you like for each question!

Can't wait to see you this summer!

Name: \_\_\_\_\_ Nicknames: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Tell us about your family. How many brothers/sisters, pets or anything else?

---

---

Favorite **COLOR**: \_\_\_\_\_ Favorite Food or Snack: \_\_\_\_\_

Favorite Movie: \_\_\_\_\_ Favorite TV Show: \_\_\_\_\_

Favorite Book: \_\_\_\_\_ Favorite Sport: \_\_\_\_\_

Favorite kind of Music, singer, or band: \_\_\_\_\_

Favorite Subject: \_\_\_\_\_ Favorite Vacation: \_\_\_\_\_

Favorite Indoor Game: \_\_\_\_\_

Favorite Outdoor Game: \_\_\_\_\_

Please teach me a new game that you love to play!

What's it called? \_\_\_\_\_ How many people can play? \_\_\_\_\_

Where can we play it? \_\_\_\_\_

Explain the rules: \_\_\_\_\_

---

---

---

---

---

Are you crafty? What's your favorite thing to make? \_\_\_\_\_

Do you like to draw paint, or color? \_\_\_\_\_

What would you like to be when you grow up? \_\_\_\_\_

Please tell us anything else you'd like us to know about you: \_\_\_\_\_

---

---