

***CITY OF MAYFIELD HEIGHTS***  
***SUMMER DAY CAMP***



**Anthony DiCicco**  
**Mayor/Safety Director**

**Sean Ward**  
**Director of Recreation**

**Mike Scolaro**  
**Day Camp Coordinator**

## GENERAL INFORMATION



**Please have all Emergency and Pick Up Forms turned in by Monday, May 24!**

**Camper will not be permitted to start camp until all paperwork is handed in!**

**THINGS TO BRING TO CAMP:** Waterproof bag, lunch, towel, swimsuit (can be worn under clothing), snack for after swim lessons is optional, extra clothing for weather change, water bottles are suggested, sun block.

Pool Passes: Each child will receive a pool pass with registration of Day Camp. If your child is not in camp you can get your pass at the pool. Inform the desk staff they are a camper; they will look up your camper and issue a pool ID. Campers do not need to bring their pool passes when they are at camp.

Pizza Days: Every Friday each camper will be provided with a lunch -Pizza, chips, and a drink.

### **DROP-OFF AND PICK-UP TIMES:**

Drop-off: Will be at the tennis courts parking lot off Marsol Rd beginning at 8:00 am. Enter through the eastern most drive and exit through the western most driveway. Parents will pull up and drop their camper off. Only the camper will exit the car. Please wait for staff to meet you before having your camper exit the vehicle.

Pick-up: At 3:00 PM **SHARP** in the parking lot located on Marsol Road next to the tennis courts. Enter through the eastern most drive and exit through the western most driveway. Parents will pull up; staff will ask for camper's name and radio for the camper to come to car.

Rain Days: Parents will be notified by a text message from camp staff to rain day drop off and pick details. Please be sure the recreation office has the best cell phone number on file for this purpose.

Field Trips - Wednesdays: Children are to be dropped-off and picked-up at the park at the normal camp times unless otherwise stated on the Field Trip Schedule. Please be aware that additional money is optional. Whatever money you give to your child, they will spend. **For Children NOT signed-up for Field Trips, there is NO day camp on these Wednesdays. FIELD TRIPS ONLY!**

### **AFTER CAMP**

#### **After Camp Payment Policy**

After camp is available starting the first day of the first session to the last day of the third session. Pick up for after camp will be held at the Dragga Pool.

After camp runs 3 pm - 5:30 pm - Fee for After camp is \$8 per day; \$5 for additional child. If your child is picked up after 5:30 pm there will be an additional late fee of \$5.00 per half an hour.

After camp pre-payments must be paid in full at the Recreation Department only. One-time occurrences will be collected on a daily basis. The Recreation Department accepts cash, checks, and all major credit cards. Checks are made payable to: City of Mayfield Heights. There are two ways to pay for aftercare:

- 1: Pre-Pay prior to 5/21\*
- 2: Leave a credit card on file and it will be charged weekly.

\*Unused payments will be issued as a refund or credit towards a future program with Mayfield Heights.

When pre-paying prior to camp, you will receive the following courtesy - For every \$75 paid, receive \$10 worth of credit.

**Courtesy credit will only be provided when payment is made on or before May 21.**

## RAINY DAYS:

Raining during the morning: Camp Counselors will walk the children from Mayfield Heights Park to Lander Elementary School. (Approx. 1/4 mile)

Raining in the morning and stops: The counselors **MAY** walk the children from Lander Elementary School to Mayfield Heights Park.

Raining in the afternoon: Please call the hotline below for updates.

Unfortunately, it is impossible to judge the weather forecast. Please understand that all decisions are made with the SAFETY of the children in mind.

**INFORMATION HOT LINE: 440-442-2626 x 417**

**Inclement weather drop off - call after 8:00 AM inclement weather pick up - call after 2:00 P.M**



### FIELD TRIP SCHEDULE:

**Drop-off and Pick-up at Mayfield Heights Park!**



#### **June 16**      **Cleveland Metro Parks Zoo**

Your child will visit one of the premier zoos in the country. They will see over 150 different types of animals. Your child will need to bring a lunch. Spending money is optional. **We will return at 3:00 PM to Mayfield Heights Park.**

#### **June 23**      **Atlas Cinemas - Eastgate**

The children will be participating in watching a movie. Children need to bring a lunch and spending money is optional. **We will return at 3:00 PM to Mayfield Heights Park.**

#### **July 7**      **Clay's Park**

Located in N. Lawrence this man-made lake with sand bottom offers tons of fun for all our campers. **We will return at 3:00 PM to Mayfield Heights Park**

#### **July 14**      **Lake Farm Park (K-3)**      **Whirlyball (4-6)**

Lake Farm Park located in Kirtland, OH and offers lots of fun interaction with animals and more! Whirlyball is located in Bedford Hts and offers a fun time playing Whirlyball.

**We will return at 3:00 PM to Mayfield Heights Park.**



#### **July 28**      **Fun-N-Stuff**

Located in Macedonia. The children will need to bring additional clothing for weather changes and a lunch (or money for lunch). Spending money is optional. **We will return at 3:00 PM to Mayfield Heights Park**

#### **August 4**      **Pioneer Waterland**

Located in Chardon. The children will need to bring swimsuits, additional clothing for weathering changes and a lunch (or money for lunch). Spending money. We will return at 3:00 PM to Mayfield Heights Park

**IF YOU WISH** you may provide your child with extra spending money. Most field trips offer souvenir shops, concession stands, and games. If you send money with your child, counselors assume that they have your permission to spend it! If you do not want your child to spend all of the money you sent, please consider giving your child a smaller amount to avoid future problems. Any questions please ask your child's counselor.

**Your camper will receive a field trip shirt before their first field trip. PLEASE SEND YOUR CHILD WITH HIS/HER CAMPER SHIRT ON EVERY FIELD TRIP! Also, please keep in mind the weather the day of the trip. It may or may not be necessary to send money, bags, raincoats, etc.**

**\*Any field trip that is missed due to rain may not be rescheduled. Roller-skating and/or the movies may be substituted\***

## ADDITIONAL PROGRAMS:

In order to enhance your child's experience at the Mayfield Heights Day Camp, we have special programs and events that will take place. All of the additional programs are included in the cost of camp. We are very excited this year to tell you about the different events that will take place.



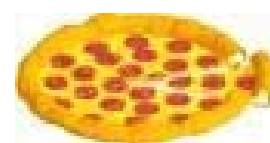
JUNGLE TERRY'S TRAVELING ZOO: A visit from Jungle Terry and his safari animals. Children will be able to learn, see, and touch, a variety of exotic animals. Siblings are welcome with supervision.

ARTS & CRAFTS (Optional): The campers will create their own masterpieces.

CAMPER OF THE WEEK: Every Friday the counselors will pick a child from his/her group to receive an award and a treat for being the best camper in their group that week!

PIZZA DAY: Every Friday the children will receive pizza, chips and a drink provided by the Day Camp!

DRAGGA POOL: Every child will receive a season pool pass and swimming lessons.



TIE DYING: Each child will make their own tie-dyed shirt.

IN ADDITION TO THESE EVENTS - Campers will participate in various weekly activities such as: Ice Cream Social, Olympics, Scavenger Hunt, Carnival, Cookout, etc...

OPEN SWIM – Campers will participate in open swim at Dragga Pool. Campers are evaluated on the first day of each session. Campers in swim level 2 and under will remain in the kiddie pool area. All campers are supervised by lifeguards and counselors assist in monitoring campers.

*\*The children, as well as the staff, look forward to all of these special events\**

## MEDICAL PROCEDURES AND EMERGENCIES:

All staff members are trained in First Aid and CPR. A first aid kit is located at all camp locations.

A list of participants and their home telephone numbers of parents' work telephone numbers and preferred doctor is located at the camp site and the Parks and Recreation office.

In case of a minor injury or illness, the injury will be treated, and a minor incident report will be completed.

In emergency cases, the parents are phoned and 911 dialed. The child is escorted by a staff person to the hospital or released to the parents, depending upon the situation. If the parents cannot be located, the emergency numbers on the registration form are called and the child will be released to that person (must present photo ID with name for verification.)

A staff member must accompany the child to the Emergency Room at the hospital and take the child's registration form and medical authorization form. Once the parent arrives at the hospital, the counselor will return to camp. If the parent arrives at the camp prior to an ambulance departure, the responsibility of accompanying a child to the hospital by the staff member will be relinquished to the parent. The incident is recorded and filed.

Please do not send your child to camp if they are sick (common cold, runny nose, stomach flu, etc.) Remember that 150 others will be exposed to their illness. Parents will be notified and required to pick up their child in the event that they become ill at Summer Day Camp. Do not forget to call the Parks & Recreation Department if any important phone numbers change!

## **MEDICATION**

Any prescription needs to be in its original container with the prescription label having the doctor's name and child's name on it. You will also need to give your child's counselor a written reminder.  
Notify the staff of any special needs of your child.

## **SUNSCREEN USAGE AT CAMP**

Please apply sunscreen to your child before camp starts. We will remind the children to apply sunscreen after swim lessons and after lunch. Counselors will help apply sunscreen to children if needed.  
Please discuss with your child they need to be protected from the sun's rays.



## **DISCIPLINE**

Rules will be made for both inside and outside play. Camp counselors will discuss the regulations thoroughly with the children on the first day of camp and explain why it is necessary to have them. We do not want children to hurt themselves or each other. We want to encourage respect for people and for property.

Too often discipline is thought of synonymously with punishment; it involves much more. We want to approach it with a positive action so appropriate behavior is reinforced and a learning process takes place as natural growth and development.

### **General Rules**

1. Stay within park boundaries. These will be explained on the first day of camp.
2. Child must sign out with a counselor each day.
3. Counselors and other children are to be respected at all times.
4. Do not abuse playground equipment, property grounds. Return equipment when finished playing with it.
5. No fighting or swearing will be tolerated.
6. Throwing of any object is prohibited, except for playground balls in proper game setting.

Our specific policy for discipline is the following:

### **Minor Violation:**

Those violations that relate to behavior and do not endanger the safety of themselves or others.

Violation of Rules (1<sup>st</sup> offense) – sit out from an activity and parent will be notified.

Violation of Rules (2<sup>nd</sup> offense) – 1 day suspension from camp\*

Violation of Rules (3<sup>rd</sup> offense) – 1 week suspension from camp

Violation of Rules (4<sup>th</sup> offense) – Removed from Mayfield Heights Day Camp –**NO REFUND**

Example: Using profanity around children and staff.

\*If you are unable to pick your child up the day of the incident, they will sit out from activities for that day and still be required to miss a day of camp\*

### **Major/Severe Violation:**

Those violations that endanger the safety or well-being of the child, other children, or staff.

Violation of Rules (1<sup>st</sup> offense) – 1 day suspension from camp

Violation of Rules (2<sup>nd</sup> offense) – 1 week suspension from camp

Violation of Rules (3<sup>rd</sup> offense) – Removed from Mayfield Heights Day Camp – **NO REFUND**

Example: Pushing, shoving, stealing, throwing toys at or around others, fighting, and bringing dangerous instruments to camp (pocketknife, screwdriver).

Any other behavior problems will be handled in a serious and appropriate manner by counselors, supervisors, and the program coordinator.

If a child physically harms another child or camp staff, facility or vehicle, they will be expelled from any

Mayfield Parks and Recreation Department program for 24 hours from the time of the incident. A parent will be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting with the parent, child, head counselor and parks and recreation personnel will be held.

Counselors are instructed to be firm but fair with each child in a disciplinary situation. No counselor will single out or "pick on" any child. If you feel your child is being treated unfairly, please talk with the child's counselors or call the Recreation Department office.

In order to help us accomplish these goals, we will use the following steps:

1. OBSERVE & LISTEN in order to prevent conflict by anticipating any inappropriate behavior.
2. REDIRECT the child to another activity.
3. TALK to the child individually.
4. SEPARATE the child from his/her group.
5. DISCUSS the situation with the child.
6. DOCUMENT the situation and discuss it with the parents daily.

### **Cell Phone Policy**

1. Campers are NOT permitted to have cell phones at camp.
2. If there are "extenuating circumstances" and a parent feels their child must have a cell phone with them, they must first discuss the situation with the camp coordinator.
3. The camp coordinator may grant permission in these "extenuating circumstances" with the following stipulations:
  - a. The Camp will NOT be held responsible if the phone is lost, damaged, or stolen.
  - b. The cell phone must remain in the camper's bag at all times. (No texting, games, pictures, etc.)
  - c. If the camper needs to use the phone, they must first get permission from either a counselor or the coordinator.
  - d. If the phone is out of the camper's bag without permission, it will be confiscated and held by the coordinator until a parent is able to pick it up.
  - e. If a camper breaks these rules, the phone will no longer be allowed to be at camp.

### **PANDEMIC GUIDELINES**

Mayfield Heights Day Camp will adhere to all current guidelines issued by the State of Ohio.

Please keep a mask in your child's bag at all times,

Masks will need to be on hand for all field trip days to adhere to any trip's guidelines for their business.

Staff will make families aware of changes as updates and changes arise.

**By completing the online Day Camp paperwork, you have agreed to acknowledge all the information provided in this handbook for you camper. Please review this information with them prior to starting camp.**