



CITY OF KNOXVILLE

PARKS AND RECREATION

KORE

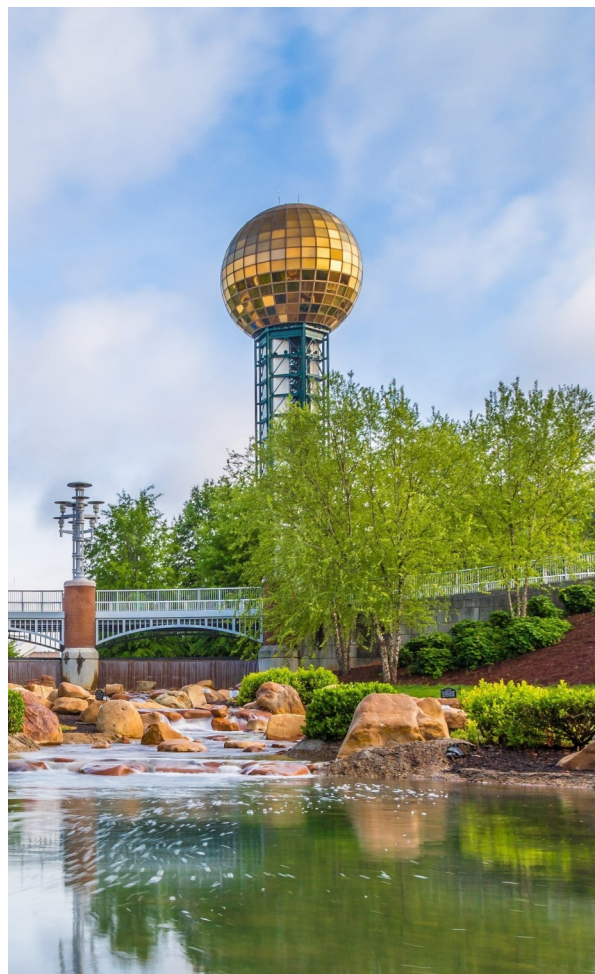
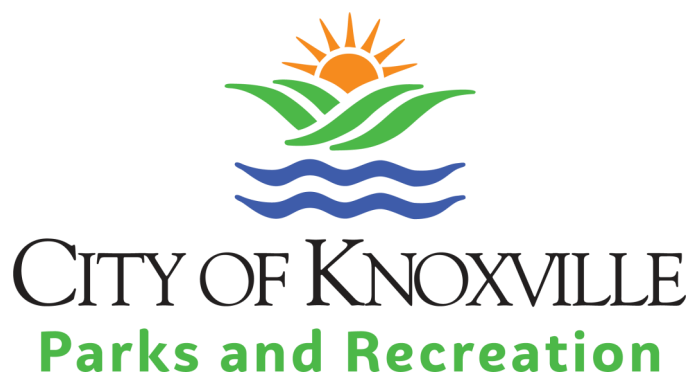
Knoxville Outdoor Recreation Experience | Summer Camp



www.summercampknoxville.com



KORE | Knoxville Outdoor Recreation Experience



Dear Parent/Guardian,

Thank you for choosing the City of Knoxville Parks and Recreation KORE (Knoxville Outdoor Recreation Experience) Summer Camp for your child's summer activities.

We believe in enriching activities that encourage social and emotional growth, and promote respect and kindness towards others. Our summer camp allows children the opportunity to try different things, develop new friendships, explore the outdoors, kick-start an active lifestyle and, most of all, to have fun!

Our staff is trained and committed to providing a safe, welcoming environment for your child as well as quality programs and activities.

In this handbook, you will find the necessary information pertaining to our camp policies and procedures. Additional KORE Summer Camp forms that were completed online during the registration process are available on the website (www.summertimecampknoxville.com) or accessible in your account. We believe that everyone contributes to providing a safe and enriching environment for our participants.

Weekly Camp Fee Payment Schedule

Registration Fee & First Week Attending due during registration process

Parent/Guardian may pay for additional or all weeks during initial registration or log in later to pay for future weeks

<u>PROGRAM WEEK</u>	<u>DUE DATE</u>
Week 1 - Week of June 5th	Due at time of registration
Week 2 - Week of June 12th	Due Friday, June 9th
Week 3 - Week of June 19th	Due Friday, June 16th
Week 4 - Week of June 26th	Due Friday, June 23rd
Week 5 - Week of July 10th	Due Friday, June 30th
Week 6 - Week of July 17th	Due Friday, July 14th
Week 7 - Week of July 24th	Due Friday, July 21st

ONLINE PAYMENT PREFERRED

Link to online portal can be found at

www.SummerCampKnoxville.com



Information to provide & sign at your KORE Summer Camp site

- ◆ Submit copy of certified **Birth Certificate** to verify age
- ◆ If medication needed, complete & submit **Medication Authorization Form** and communicate needs to Senior Staff personnel
- ◆ If you want child to **walk or bike home**, discuss specifics with staff on or before first day
- ◆ Sign **Field Trip Permission Form** at the Center
- ◆ Inform staff of known absences

Participant Eligibility Requirements

Basic participation skills are required of each participant in order to participate in KORE Summer Camp. Participants must be able to meet these standards with minimal assistance.

- ◆ Actively participate in planned activities during an 8-hour camp day
- ◆ Does not require one-on-one supervision
- ◆ Able to understand, follow and accept directions and maintain self-control
- ◆ Takes turns and shares in a cooperative manner
- ◆ Respects others, their property/belongings, and personal space
- ◆ Able to stay with his/her assigned group
- ◆ Must be able to maintain personal care (i.e. eating, dressing, toileting, etc.)

REASONABLE ACCOMMODATION REQUEST & PROCESS AVAILABLE DURING REGISTRATION PROCESS FORMS ONLINE

K.O.R.E. Summer Staff

Kids watch for a living, it's their job, that's what they do. That is why we hire the best role models for our KORE programs!

We are committed to providing your child a safe environment, caring summer workers, and fun-filled days.

We hire those with a passion for play! In addition to the experience they bring, our staff receives in-depth preseason training that includes topics on behavior management, customer service, activity programming, risk management, and child development. We provide staff with an opportunity to participate in hands-on activities in order to prepare them for the dynamic program environment. All staff must be at least 16 years or older. They must pass a background check as well as attend harassment, bloodborne pathogen and daily health trainings.

Items you should send with your child

- ◆ Please remember to write your child's name on ALL of his/her property/belongings
- ◆ Sunscreen (labeled with your child's name).
- ◆ Sturdy, comfortable gym shoes— No sandals, open toed shoes, or flip flops.
- ◆ Swim Suit and Towel are required on swim days— participants are allowed to wear t-shirts over the swim suit
- ◆ Hat and/or jacket dependent on weather
- ◆ **PLEASE DO NOT SEND VALUABLE ITEMS WITH YOUR CHILD (iPods, cell phones, Nintendo DS, excessive sums of cash, etc.). Items may be taken from child during camp. City assumes no liability for lost items.**

Swimming Procedures

All participants will have the opportunity to go swimming throughout the summer. Proper swimming attire is required each day. Swim testing is done at the beginning of the summer to ensure staff is aware of your child's swimming abilities. The swim test will be optional; however, if child decides against the test or is not successful in completion, your child must stay in the shallow end of the pool and may not use the diving board. The supervised swim tests (conducted by certified lifeguards) consists of swimming one lap in lane line without any assistance from lifeguard, lane line or wall.

Sunscreen

Sunscreen is NOT provided

Sunscreen must be in original container & labeled with your child's first and last name.

Please take time to apply sunscreen and teach your child how to apply prior to the program each day. Our staff members may **only** assist with spray sunscreen.

Medication

If your child requires medication during the summer camp, you must submit a completed a Medication Authorization Form. Parents are responsible for delivering medication to staff at the appropriate location in original containers with the labels attached. Expired medications are not accepted. Medications will be administered under the direct supervision of a trained staff member and the administering of medication will be documented.

All medication must:

- ◆ Be in the original container with the current prescription label or direction label attached, and the prescription must not be expired.
- ◆ Be labeled with the child's name, the name of the medication, the dosage amount, and the time/times to be given.
- ◆ Have written permission with the signature of the prescribing physician and parent's signature.
- ◆ Medication must be picked up on the last day of your child's participation in our camp OR be picked up when the medication expires. (Our staff will properly dispose of any medication that expires or that has not been retrieved.)

Code of Conduct

The City of Knoxville Parks and Recreation Department has established a code of conduct for participants, staff, and parents. It is based upon the guiding principles of respect, safety, behavior and personal property. Parents are encouraged to review the Code of Conduct with their child **PRIOR** to the start of the summer camp. The parent/guardian was required to review and agree to the Code of Conduct for the camp during the online registration process. All children are required to abide by these policies. The Code of Conduct can be found on the website or in your online account.

Discipline

Please encourage your child to discuss any negative behavior received from another child with a staff member.

Listed below are behaviors that will not be tolerated and will cause disciplinary action to be taken:

- ◆ Bullying
- ◆ Hitting/Fighting/Causing Physical Harm
- ◆ Profanity, Disrespect to Others
- ◆ Verbal Assault
- ◆ Refusal to Cooperate
- ◆ Theft/Destruction of Property
- ◆ Temper Tantrums
- ◆ Possessing Drugs/Alcohol/Weapons
- ◆ Biting/Spitting
- ◆ Non-Participation
- ◆ Unauthorized departure from Facility Grounds or Assigned Group



Disciplinary actions are listed below. The City of Knoxville Parks and Recreation Department reserves the right to skip steps should the situation warrant.

Disciplinary Actions

For the safety and well-being of all participants, we reserve the right to implement the following disciplinary actions:

1. Time-Out: We make sure the child is aware they have crossed a defined boundary. They will sit out for a brief period of time.
2. Activity Suspension: If behavior persists, the child is suspended from daily activity. Parent will be verbally informed of issue.
3. Parental Call: If the behavior persists, the behavior and resolution will be discussed via phone call with parent.
4. Parental Meeting: If the behavior persists, a meeting will be scheduled with the parent.
5. Camp Suspension: If the behavior persists, the child may be suspended for a determined period and all weekly paid fees are forfeited.
6. Expulsion: If the behavior persists, the City of Knoxville reserves the right to expel the child and all paid fees to date of expulsion will be forfeited.

Illness / Injuries

If your child becomes ill (including, but is not limited to fever or vomiting), you will be contacted to come and pick up your child immediately. Please keep your contact information current on your online account. If you cannot be reached, we will contact someone on your Emergency Contact List.

If your child receives a minor injury, such as a scraped knee, staff will provide bandaging or an icepack where needed. In the event of a serious illness or injury, staff will take necessary steps to obtain emergency medical care. These steps may include, but are not limited to the following:

- ◆ Attempt to contact a parent or guardian to take your child to a physician.
- ◆ Attempt to contact you through an Emergency Contact provided in your online account.
- ◆ If we cannot contact you, or your child needs immediate attention, we will call emergency personnel.

**** Please keep your phone number and emergency contact numbers up-to-date.***

For the well-being of all participants, any child with an illness that is contagious and can be passed on to others should refrain from attending the summer camp. Also, we request to be notified if your child has been exposed to any communicable diseases. Child must be symptom free for at least 24 hours. If your child has one or more of the following symptoms, he/she will not be allowed to attend that day:

- ◆ Temperature over 100.4 degrees Fahrenheit
- ◆ Sore Throat
- ◆ Vomiting or diarrhea
- ◆ Nausea
- ◆ Shortness or breath or difficulty breathing
- ◆ Any communicable disease

Field Trips

Each KORE Summer Camp site has several field trips scheduled. You will be required to sign the field trip permission form, listing the field trips and their dates/times on the first day of camp. You will be provided a copy of the field trip list and notified of changes to the schedule, as available. Field trip fees are included in your weekly camp fee. Camp shirts are provided and participants should wear their camp shirt on specified field trip days.

All staff and participants in attendance participate in the field trip. No one remains at the Center.

Absences and Tardiness

Weekly fees are **NOT** prorated for absences or tardies (i.e. vacations, sick days, schedule changes). If you have paid for the week and your child misses the entire week, the camp fee can be applied to a future week. If your child attends part of the week, no pro-rations or refunds will be given.

*** If your child(ren) are absent 1 (one) week without communication with our staff, their spot(s) may be forfeited to someone on the waiting list.**

Pick Up and Drop Off

Children must be checked out each day. Children are not allowed to sign themselves in or out unless a **Walk/Bike Permission Form** is submitted.

Please keep your Authorized Pickups updated on your online account.

Late Pick Up Policy

Late penalties will be applied for those remaining at the Community Center after 4:15pm.

1. First & Second Offenses - Verbal Reminder
2. Third Offense—Written warning
3. Fourth Offense—1 day suspension
4. Fifth Offense—2 day suspension
5. Sixth Offense—Dismissal from camp

At 4:00 pm, the staff will attempt to contact a Parent, Guardian, or Emergency Contact. If you are unable to pick up your child by 4:45, the City of Knoxville Police will be contacted.

Authorized Pickups

Please keep your Authorized Pickups updated on your online account.

If there is a custody issue over a child and a parent is denied access to that child, we must have a court order on file. Otherwise, we **cannot** deny a parent from picking up their child.

Participant Records & Contact Information

If your family information changes, please make sure to update your information online and share with staff at the Community Center. This includes pertinent information, such as work/home telephone numbers, medical information changes, Emergency Contacts, and authorized persons pick-up.

Confidentiality

The City of Knoxville Parks and Recreation Department respects the rights of each family to privacy and confidentiality regarding health, behavior, and developmental records and information concerning your child. The practice of maintaining the confidentiality of verbal information and written records is a basic ethical policy at all City of Knoxville Parks & Recreation Programs.

Medication Authorization Form

**** Required for all medications (prescription and non-prescription) ****

ONE MEDICATION PER FORM

Full Name of Child: _____ **DOB:** _____

Parent/Guardian Name: _____

Home Phone: _____ Cell: _____ Work: _____

Recreation Center Name: _____

Name and strength of medication: _____ Emergency Medication Yes No

Dosage of Medication: _____

Date medication begins: _____ Date medication ends: _____ Route of administration: _____

Time of day medication is to be given: _____ If as needed, for what symptoms? _____

Side effects: _____

Physician's Printed Name/Title _____

Physician's Address: _____ Phone: _____

Physician Signature

Date

Prescription or Doctor's Note can be submitted, if all information above is included

See Forms/Documentation Overview for more information

