

TALLMADGE PARKS & RECREATION DEPARTMENT

SUMMER CAMP & BEFORE AND AFTER CAMP 2023



INFORMATION PACKET

City of Tallmadge Recreation Center
46 N. Munroe Road, Tallmadge, Ohio 44278
Phone: 330-634-2349
Fax: 330-633-7727

Mike Rorar
Director of Public Service

Jessica Simons
Parks & Recreation Superintendent

Kelly Ward
Recreation Program Coordinator

TABLE OF CONTENTS

Program Information	3
Contact Information	3
Camp & Before & After Care Program Descriptions.....	3
Mission Statement	3
Philosophy	3
Children with Disabilities	4
Non-Discriminatory Policy	4
Camp Days and Hours of Operation	4
Before & After Care Days and Hours of Operation	4
Staff/Child Ratios and Group Sizes Maintained for Each Age Group	4
Fees	4
Camp & Before/After Care Fee Schedule	4
Payments	5
Late Pick-Up.....	5
Withdrawal.....	5
Supervision, Guidance and Management.....	6
Arrival and Departure at Camp.....	6
Before Care Arrival Policy	6
Before Care Departure	6
After Care Arrival	6
After Care Departure	6
Non-custodial Parent.....	7
Discipline Policy	7
Termination of Care.....	7
Proper Attire and Supplies	7
Sunscreen	8
Swim Policy.....	8
Staffing	8
Lunch	8
Before and After Care Snack	8
Illnesses, Emergencies and Incidents.....	9
General Emergency Medical Plan.....	9
Serious Incident, Injury, or Illness	9
Management of Illness	10
Symptoms for Discharge.....	10
Health Rules and Symptoms that Require Absence from Camp and/or Before & After Care.....	11
Universal Precautions.....	12
Medication	12
Program Closings	12
Transportation of Children	12
Emergency Transportation	12
Field Trips	12
Parent/Guardian Participation Policy	13
Questions or Concerns	13
Opportunities to Participate.....	13
License Exemption.....	13

PROGRAM INFORMATION

Contact Information

Tallmadge Summer Camp

Lions Park
245 Northeast Ave.
175 Garwood Ave.
Tallmadge, Ohio 44278
Phone: 330-634-2349

Summer Camp Swimming

Maca Aquatic Center
183 Maca Drive
Tallmadge, Ohio 44278
Phone: 330-633-2117

Before and After Care Program AND Inclement Weather Location

Tallmadge Recreation Center
46 N. Munroe Road
Tallmadge, Ohio 44278
Phone: 330-634-2349

Camp & Before & After Care Program Descriptions

Tallmadge Summer Camp offers programming for children ages 5 through 13 during the summer break. Campers will meet Monday through Friday from 9:00 a.m. to 2:00 p.m. Before & After Care is offered as early as 6:30 a.m. and as late as 6:30 p.m. Monday through Friday and includes transportation to/from camp.

Children may be enrolled in summer camp or both programs. Children must be 5 years old prior to attending the program. Children attending high school in the fall are not permitted to attend. Children must be toilet trained and able to change their own clothing. Children must register for the correct age group before camp begins. Enrollment is limited and available on a first-come, first-served basis.

Mission Statement

Our mission is to promote the well-being of children in the community by providing quality, affordable childcare in a fun, friendly, and safe environment.

Our Philosophy

Our childcare philosophy is to meet the recreational and social needs of children and families in our community. Our programs allow children to experiment and explore creative and physical activities, the arts, the outdoors, and our community. Children can hike, swim, and play as well as participate in arts and crafts projects. We are committed to serving a diverse population of children and families in the community.

Children with Disabilities

Children with mental or physical disabilities may participate in all activities at the camp and before & after care. All children benefit when children with and without disabilities are served in the same setting. Children who do not have disabilities experience growth in social skills, increased tolerance of others, and decreased fear of human differences. The City of Tallmadge will make reasonable modifications in policies, practices, and procedures in order to accommodate individuals with disabilities. Our facilities meet current ADA architectural requirements.

Individualized Plans may be used to meet the specific needs of children with disabilities while under our care and supervision. Please speak with the Recreation Program Coordinator for more details.

Non-Discriminatory Policy

The City of Tallmadge does not discriminate for reason of race, creed, color, gender, religion, disability, national and ethnic origin in its admissions, scholarship or educational programs and activities.

Camp Days and Hours of Operation

The program will operate **Monday-Friday, 9:00 am until 2:00 pm**. Camp begins **June 5 and ends August 11, 2023**. Children may enroll in any or all the weeks available.

Before & After Care Days and Hours of Operation

The program will operate Monday-Friday the same weeks as Summer Camp. Before care will begin at 6:30 am and after care will end at 6:30 pm.

Staff/Child Ratios and Group Sizes Maintained for Each Age Group

Age Group	Tallmadge Summer Camp & Before & After Care Ratio	Tallmadge Summer Camp & Before & After Care Group Size
5-6-Year-Old	1 Adult to 9 Children	4 x Ratio = 36 Children
7-9-Year-Old	1 Adult to 10 Children	4 x Ratio = 40 Children
10-13-Year-Old	1 Adult to 10 Children	4 x Ratio = 40 Children

Adult to Children ratios and group size will not be exceeded. Tallmadge Summer Camp and Before & After Care may choose to limit the group size to a smaller number of children.

FEES

Weekly Fee (Monday-Friday)	<i>Resident</i>	<i>Non-Resident</i>
Summer Camp	\$75.00	\$85.00
Before & After Care	\$85.00	\$100.00
Total for Summer Camp & Before/After Care	\$160.00	\$185.00

** If a family has three or more children enrolled in Before/After Care, there is a \$10 discount off the total weekly fee. This discount does not apply to summer camp.*

PARTICIPANTS MUST PRE-REGISTER. Parents/guardians must submit all the appropriate forms and make all payments upon registering for camp and before/after care. Enrollment is limited and on a FIRST-COME/FIRST-SERVED BASIS. The camp must receive an enrollment form for each child and fees must be current before the child may attend. Before/after care registration for before/after care must be paid in full prior to the start of the program.

Payments

Fees must be paid in full or through electronic funds transfer (EFT) prior to the start of the program. Payment for before and after care may not be paid week by week.

Bi-weekly EFT installment billing is available for those registering for 4 or more weeks of summer camp and/or before and after care. A deposit equal to 1 week of camp per child due at the time of registration. Those registering for 3 weeks or less must pay in full at time of registration.

Children will not be permitted to attend without pre-payment. Tallmadge Summer Camp staff may NOT accept payment at Lions Park. Checks should be made payable to the City of Tallmadge. Any checks returned for insufficient funds (NSF) will result in an additional fee equivalent to the fee charged to the City by the bank per transaction. If the parent/guardian fails to pay before the start date of the week, the child will no longer be registered in the program.

We understand that financial difficulties and unexpected expenses happen, and we want to do everything in our power to work out payment plans so that your child may continue to attend the program during these times. Please do not hesitate to contact us if special payment considerations need to be made.

Late Pick-Up

Out of respect for the staff, children must be picked up by the pick-up time. A late fee of \$5.00 for every 10 minutes after the pick-up time will be charged for both camp and after care. If a child is not picked up from summer camp within 20 minutes of the end of camp, they will be transported back to the Recreation Center by two members of TRC management and fees for the week of before/after care will be added to the parent's account.

Withdrawal/Refunds

If an individual wants to cancel enrollment due to extenuating circumstances, a written cancellation request outlining the reason for the cancellation must be submitted to the Parks and Recreation Superintendent no less than 14 days prior to the time missed. Refunds/credits will be granted on a case-by-case basis and the Tallmadge Parks and Recreation Department reserves the right to deny a request or provide a partial refund. A \$5 or 10% processing fee may be withheld from all cancellation requests, if granted. Refunds will not be granted for time missed due to family vacations, illness (except documented), weather cancellations, cancellations required by the City of Tallmadge, discipline, or suspension.

SUPERVISION, GUIDANCE AND MANAGEMENT

Arrival and Departure at Camp

Children may arrive no earlier than 10 minutes before the schedule start of camp. Children attending camp must be dropped off at Lions Park (or Maca Park on swim days). Children dropped off at the Recreation Center and transported by bus to the park will be charged for before/after camp care. If there is inclement weather, parents/guardians may be instructed to drop children off at an alternate location. If that is the case, parents will be notified through ePact and staff will be at Lions Park to redirect drop-off. Parents/guardians must sign the daily sign-in sheet upon arrival. Children may not be dropped off without being signed in.

Each time parents/guardians drop off their children, they must stop at the check-in area of the pavilion, identify themselves to the staff, and sign in the child. If the camp is relocated to an alternate location due to inclement

weather, parents/guardians must stop at the Front Desk, escort the child to the group's designated area, and sign the child in. The sign-in sheet acts as one method of attendance. At the beginning of each day, staff will verify that each child is accounted for appropriately. The attendance records will be maintained in a file in the Front Office of the Recreation Center.

Parents/guardians may designate another person to pick up children. This must be done in writing and that person will be required to show identification before they are permitted to leave with the child. When picking children up for the day, parents/guardians must meet the child at the assigned pavilion and sign the child out.

Before Care Arrival Policy

Each time parents/guardians enter the Recreation Center they must stop at the Front Desk and identify themselves to the staff. Parents must escort their child to the appropriate area to sign the child in. The sign-in sheet acts as one method of attendance. Staff will also take attendance. Staff will verify that each child is accounted for appropriately. The attendance records will be maintained in a file in the Front Office.

Before Care Departure/After Care Arrival

Children will travel by bus to and from camp at Lions Park (or Maca Pool on swim days) unless there are inclement weather conditions. Upon arrival, counselors will take attendance.

After Care Departure

When picking up children for the day, parents/guardians will meet their children at the designated area to sign out the children. Parents/guardians may designate another adult to pick up children IN WRITING. That person will be required to show identification before they are permitted to leave with the child.

Non-Custodial Parents

A parent of a child enrolled in any program who is not the child's residential parent will be permitted the same access to the program and be afforded the same rights as the residential parent unless there is court documentation limiting access and contact by the nonresidential parent. This documentation must be a CERTIFIED copy of the custody agreement or judge's order. This documentation will be kept on file. Upon entering Lions Park or the Recreation Center, the non-custodial parent must report to the Lions Park or Recreation Center front office staff. Staff must notify the Recreation Program Coordinator, or designee.

Discipline Policy

It is the staff's responsibility to ensure the safety of each child. Preventative actions and positive guidance will be used as the primary disciplinary tactics. In situations where those tactics are ineffective, staff will try to redirect the child's attention. If that fails, staff will remove the child from play by placing the child in a time-out until the child can appropriately return without negative behavior. If the child's behavior continues to be a problem, the child may be suspended from the program. The goals of discipline are to help the child develop inner controls, help the child verbalize instead of using physical actions, bring the child in touch with his/her feelings, and establish appropriate and constructive behavior. Parents will be notified of disciplinary issues via an incident report sent home with the child.

To maintain a positive experience for all the children, every child is expected to abide by the following rules:

- No violence – it is unacceptable to hit, slap, kick, bite, or engage in any physical contact during our programs.
- No profanity – children are expected to be respectful with their language.
- No stealing or damaging TRC property - Children are expected to take care of supplies and equipment.
- Children are expected to share with other children and help clean up when finished playing.
- Children are expected to respect themselves, their peers, and the counselors. Bullying and defiant behavior are not acceptable.
- Children are expected to display appropriate inter-personal conduct.

Termination of Care

Tallmadge Summer Camp may and will terminate care for a child if any, although not limited to, the following occur:

- Nonpayment of fees
- The policies as stated in this handbook are not followed.
- Extreme or persistent behavioral problem.
- Any bullying or harassment of staff, children, or other parents.

Proper Attire and Supplies

Since children will be engaged in active learning and play, it is very likely that children’s clothes will get dirty. Children should wear clothing that is appropriate for active, outdoor play, including athletic shoes and socks. Sandals are not appropriate for many of the activities, and children are discouraged from wearing them. We require a change of clothing sent daily with children in the 5-6-year-old camp. Children are asked to bring their swimsuit, sandals, sunscreen, and beach towel with them for swim days (as indicated on the weekly schedule) in a duffle bag, backpack, or beach bag. The child’s name should be marked on personal items. Staff will supervise children in the appropriate male/female locker room when changing into/out of their swimsuit. Staff will not assist children; they must be able to change their own clothes.

Sunscreen

Sunscreen must be provided in child’s backpack with first and last name written on the bottle. Parent must apply the first application before drop-off in the morning. Child may apply, with assistance if needed, a second application before afternoon. The sunscreen consent waiver must be agreed to on ePact.

Swim Policy

Children will swim at Maca Pool twice per week, weather permitting. Maca Pool contains chemically balanced water. The pool is heated to 86 degrees and children will be able to swim if the outdoor temperature is over 64 degrees. A minimum of two counselors will be in the water with the children. Parents are required to indicate their children’s swimming skills on the ePact form and children will be required to complete a swim test before being allowed into the deep end of the pool. Children must be 48” tall to use the water slides.

Staffing

Children will always be supervised. Our staff consist of caring individuals with varying degrees of education and experience. All employees undergo drug screens and background checks prior to working with our department. Staff are required by state law to report any suspicions of child abuse or child neglect.

Lunch

Children must bring a packed lunch and a water bottle each day. The child's name must be clearly marked on all items. Parents should pack a meal that provides a well-balanced diet. Failure to provide a lunch will result in a \$5.00 fee for the program to provide lunch and written notice after the first and second offenses. Failure to provide a lunch three times may result in the child's suspension from the program.

Before/After Care Snacks

Snacks are provided for before and after camp care. Snacks will include a beverage and snack food from the list below:

Beverage	Snack
Water	Pop Tart or Nutragrain Bar
Orange Juice	Bagel w/Cream Cheese, Butter or Jelly
Apple Juice	Dry Cereal & Go-gurt
Grape Juice	Cinnamon Rolls once a month
Water	Fruit Snacks
Fruit Punch	String Cheese or Yogurt
Lemonade	Cheddar Crackers or Goldfish Crackers
Apple Juice	Pretzels or Combos
Orange Drink	Rice Krispy Treats
	Ritz Crackers or Chex Mix
	Apple Sauce or Fruit Cup

ILLNESSES, EMERGENCIES, AND INCIDENTS

General Emergency Medical Plan

Telephones are available at the Recreation Center and each head counselor has a city-issued cell phone.

Staff are trained in First Aid and CPR. Each age group will have their own first aid kit. First aid kits are also located in Lions Park Hall, Maca Aquatic Center, and the Recreation Center. Counselors will bring a first aid kit on all field trips. All emergency medical forms will be digitally accessible through ePact. Universal precautions (i.e., rubber gloves) will be worn when handling injuries or illnesses that involve body fluids. Proper and frequent hand washing/sanitizing will be used as the most effective way to prevent the spread of infection.

A staff member will complete an accident/injury report for any illness, accident, or injury that requires first aid treatment. An incident report will be filled out in cases of behavior incidents or an unusual, unexpected event, which jeopardizes the safety of children or staff, such as a child leaving the center unattended. These reports will be completed by the end of the day. A copy of the report will be available to the parent/guardian by the next business day and one copy will be placed in a file in the front office or the Recreation Center.

Current emergency contact numbers are as follows:

- Recreation Center 330-634-2349
- Head Counselor for 5-6 group 330-714-1348
- Head Counselor for 7-9 group 330-714-1480
- Head Counselor for 10-13 group 330-714-1742
- EMS, Police, Fire 911 OR 330-633-2181
- Children's Hospital Emergency 330-543-3000
- Poison Control Center 1-800-222-1222
- Children's Protective Agency 330-379-1880

The children's medical records will be stored in a secure, online database called ePact. Counselors will have access to these records on the tablets and cell phones provided.

If a general emergency requires that children be moved to an alternative location, the children will be transferred to the Tallmadge Recreation Center, 46 N. Munroe Rd. or the Tallmadge Community Center, 80 Community Drive. All the children will be transported by bus according to all appropriate transportation procedures. Parents will be notified as soon as possible. Children will remain at the alternate location until such time that a parent/guardian is available to pick up the child.

Serious Incident, Injury, or Illness

In the case of a serious incident, injury or illness, the following procedure is in place:

- Staff will provide emergency first aid and contact parents/guardians.
- Staff will contact EMS (depending on severity of injury) and then parents/guardians.
- Staff will notify the Recreation Program Coordinator and/or Superintendent of Parks and Recreation. These positions or their designee will substitute staff to maintain ratios as needed.
- Staff will remain with the child until the parent/guardian arrives and will accompany the child to an emergency care source if necessary.

Management of Illness

In the event of an illness occurring while the child is at Tallmadge Summer Camp or Before/After Care, the following procedures will be implemented:

- If a child becomes ill at Summer Camp or Before/After Care, staff will care for their immediate needs while isolating the child. The isolated child will always remain within sight and hearing of an adult as they are cared for in an area away from other children.
- The Recreation Program Coordinator, or designee, will contact the parent/guardian so the child can be taken home.
- In the event staff is unable to contact the parent/guardian, staff will begin calling the emergency contacts provided.
- If the child needs emergency medical attention, staff will call EMS prior to calling the parents/guardians.
- Children will be readmitted to the camp when they are free of communicable disease symptoms or have written permission from a physician. The communicable disease chart and listing of symptoms that require absence from school will be used as a guide for exclusions. If a child has a communicable disease, a notice will be distributed.
- If a child is recovering from a concussion or other injury, they may attend the program once they have been cleared by their doctor to do so. The staff will ensure the child adheres to the guidelines of

participation set forth by the physician. If any signs of concussion are noticed by the staff, EMS and the parent/guardian will be called.

Symptoms for Discharge

Signs of Illness That May Be Life Threatening

If the illness may be life threatening, the Recreation Program Coordinator will be notified immediately. EMS will be called, and a parent/guardian will be contacted.

- Severe coughing, high pitched whistling (barky) sound, redness, or blueness in face, rapid or difficult breathing
- Vomiting with other signs such as fever, headache
- Temperature of 100 degrees Fahrenheit or more (axillary) when combined with any other sign of illness such as lethargy, abnormal activity, vomiting, extreme tiredness, difficult to wake, stiff neck
- Difficulty in breathing or swallowing
- Signs of concussion/head injury

Signs of Probable Illness

If signs of a probable illness are identified the Recreation Program Coordinator will be notified. A parent will be called and advised to pick up their child and take the child to the doctor.

- Fever of 100.7 degrees or more
- Sore throat
- Eye redness, swelling, drainage
- Unusual spots/rash with fever or itching
- Crusty, bright yellow, gummy skin sores
- Diarrhea and/or vomiting two or more times in a day
- Yellowing of skin and white part of eyes
- Clay-colored stools and/or tea-colored urine

Signs of Possible Illness

If signs of a possible illness are identified, the Recreation Program Coordinator will be notified. The child will be observed closely, and the parent will be notified.

- Earache; check for fever, discharge from ear
- Headache
- Itching of scalp; if nits are found the child is isolated and parents are notified and advised to seek treatment
- Evidence of other parasitic infestation (scabies, intestinal worms).
- Fever, but less than 100 degrees Fahrenheit
- Fussiness
- Runny nose
- Mild cough

When Fever is Present

When a fever is present, the Recreation Program Coordinator, or designee, will be notified. A parent will be called to take a child home when a fever at or above 100.7 degrees is present. The Recreation Program Coordinator will be notified, and EMS and parents will be called if any child has a temperature over 105 degrees Fahrenheit.

Health Rules and Symptoms That Require Absence from Camp and/or Before/After Care

Although we encourage children to attend our program on a regular basis, there may be times when it would be best for them to stay at home. The following list of symptoms is suggested as a basis for staying home:

- Fever of 100.7 degrees or more
- Nausea, vomiting or diarrhea
- Sore throat
- Rash
- Severe cough or difficulty swallowing
- Headache or earache
- Parasitic infection
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Untreated infected skin patches
- Diagnosed concussion until released by doctor
- Any injury/illness for which a doctor has ordered the child to stay home

A child's temperature should be normal for 24 hours preceding their return to programs following an illness. It is not necessary to contact staff because of illness causing the child to be away from a program for a short time. However, please contact the Recreation Center if the child will be out for an extended period of time at 330-634-2349.

Universal Precautions

Universal precautions, such as rubber gloves, will be worn when adults handle injuries or illness that involve body fluids. Proper and frequent hand washing/sanitizing is the most effective way to prevent the spread of infection and must be done at the following times:

Staff

- Upon arrival at work
- Before and after handling food
- After using the restroom or accompanying child to restroom
- After removing disposable gloves used for any purpose
- After performing cleaning tasks or handling garbage
- After play in the playground

Children

- Upon arrival
- Before and after eating
- After using the restroom
- After play in the playground
- Upon departure

Medication

The programs will not administer medication, food supplements, or modified diets unless it is a life-threatening emergency. If a child requires a life-saving medication, such as a rescue inhaler or epi-pen, parents must complete necessary forms and must provide training to staff. We DO NOT allow children to self-medicate.

Program Closings

Summer Camp may relocate to an alternate location in the case of inclement weather. A staff member will be posted at Lions Park to re-route traffic in such an event. Further information will be provided.

TRANSPORTATION OF CHILDREN

Emergency Transportation

In the event of a medical emergency, staff will immediately call 911 and EMS will transport the child. The Recreation Program Coordinator, or designee, will contact parents/guardians after the 911 call. Staff will accompany the child to an emergency care source and will remain with the child until the child's parent/guardian assumes responsibility for the child's care.

Field Trips

Bus transportation is provided through an agreement with Tallmadge City Schools/Peterman. Summer camp staff will accompany the students on the bus and will take a head count before getting on the bus, after getting on the bus and upon exiting the bus. The staff will verify the children attending the field trip, the total number attending the field trip, whether the camp received the permission form, and whether the medical form is on file. The permission and digital medical forms will be taken on the trip. At least one counselor, if not more, will be always present on the bus with the driver. Staff/child ratios will be always maintained throughout the trip. Written parent/guardian permission is required for all trips. Field trips activities are included in camp registration. Children are NOT permitted to bring money with them to purchase souvenirs, snacks, lunch, etc.

PARENT/GUARDIAN PARTICIPATION POLICY

Questions or Concerns

Please direct any questions or concerns to the Recreation Program Coordinator. If parents/guardians feel their questions and/or concerns are not being addressed, please contact the **Parks & Recreation Superintendent at 330-634-2349, or the Director of Public Service Office at 330-633-0854.**

Opportunities to Participate

Parents are welcome to observe the camp and visit the program at any time during our hours of operation. Parents/guardians have unlimited access to the camp when their child is in attendance but may not utilize the pool or Recreation Center without paying the appropriate admission price. Parents/guardians arriving outside established arrival and departure times must notify the Recreation Program Coordinator, or designee, upon entering Lions Park or the Recreation Center by reporting to the front office staff.

License Exemption

Pursuant to Ohio Revised Code §5104.20, any county, township, municipal corporation, township park district created under section 511.18 of the Revised Code, park district created under section 1545.04 of the Revised Code, or joint recreation district established under section 755.14 of the Revised Code that provides programs for children who are five years of age or older are exempt from childcare licensing. Therefore, City of Tallmadge programs for ages 5 and up are not eligible for a childcare license issued by the Ohio Department of Job and Family Services. Our programs have completed report forms from the Building Department, Fire Department and Health Department on file at the Recreation Center. It is unlawful for the City of Tallmadge to discriminate in the enrollment process based on race, color, sex, religion, or national origin.