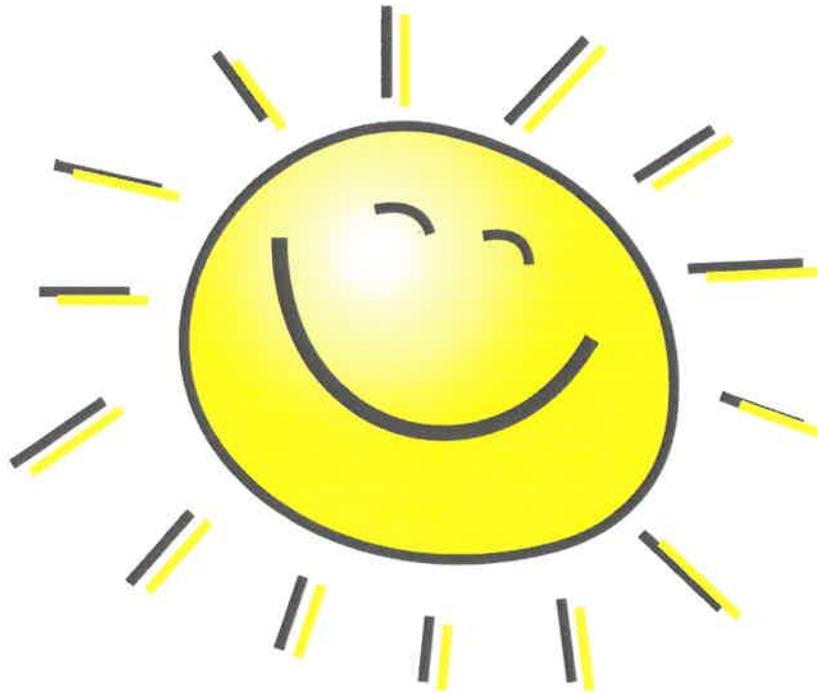


**SOLON RECREATION
DEPARTMENT**

**2022 CAMPER
HANDBOOK**



KINDERGARTEN - 6TH GRADE

PLEASE RETAIN FOR REFERENCE

2022 CAMPER HANDBOOK

Purpose - Solon Summer Camp is intended as an enjoyable day camp where children can learn and play in the safety of a controlled environment. The combination of different activities throughout the day and a weekly field trip should keep children interested and excited so that they may look upon camp as a fun place to spend their summer. It is our hope that the memories of camp will be remembered for a lifetime.

Summer Camp - Current Kindergarten - Sixth Graders



Location, Dates and Times -

Summer Camp is located at Roxbury Elementary School 6795 Solon Boulevard

- * **Camp runs from 9:00 a.m. to 3:00 p.m.**
- * **Campers will attend camp Monday through Friday for two week sessions (No CAMP ON MONDAY, JULY 4th).**

SESSIONS	
Session One	June 6 - June 17
Session Two	June 20 - July 1
Session Three	July 5 - July 15 NO CAMP: JULY 4
Session Four	July 18 - July 29

CAMPER HANDBOOK

Preparation -

- * The classrooms are organized by grade with a combination of female and male counselors supervising each room.
- * **Please put your child's name on his/her personal possessions. Our "lost and found" becomes excessive by the end of the season.**
- * **PLEASE send in a morning snack for your child.**
- * A lunch and beverage should be brought every day unless otherwise stated. We suggest a brown bag so that your children do not have to carry lunchboxes or plasticware around with them. There is NO refrigeration available for the lunches.
- * **Please do not allow your child to bring toys and other personal articles to camp.** We cannot accept responsibility for any damage or loss that may occur to such articles while at camp. Camp supplies enough toys and activities that will keep your child busy throughout the day. Examples of what **NOT** to bring to camp: Gameboys, iPods, iPads, CD players, trading cards, etc. **NO CELL PHONES!**

WHAT TO BRING EACH DAY

- * Lunch with a drink
- * Morning snack
- * Bathing-suit and towel
- * Tennis shoes and socks
- * (Optional) - Money for snack at concession stands if opened (\$2.00)
- * Sweatshirt in case of inclement weather

CAMPER HANDBOOK

REGISTRATION DATES

Registration starts on Saturday, **March 12th** until registration is full.

ONLINE registration starts March 12 at 9:00 a.m.

IN-HOUSE registration at the Solon Community Center. Saturday, March 12 at 9:00 a.m.

Registration Process -

- * Summer Camp 2022 is for current K-6th graders.
- * Once spots fill up, you will automatically be put on a waitlist.
- * You will be contacted if a spot becomes available. It will be at least 2 weeks before we will be able to contact you with availability.
- * The Recreation Department accepts cash, checks, or credit cards - Visa, Master Card, American Express & Discover Card.

CAMPER HANDBOOK

PAYMENTS

If your
payment
is not paid
by the
date it is
due

**YOUR
CHILD
WILL
LOSE
HIS OR
HER
SPOT IN
CAMP.**

Late Payments -

Late payments will not be tolerated. It is your responsibility to make sure all payments are made on time.

If your payment is not paid by the date it is due, your child will lose his or her spot in camp along with the \$50.00 non-refundable deposit. At that point, you will need to call to get placed on the waiting list if you still need a spot in that particular session.

CAMPER HANDBOOK

Camp Fees

- * All fees for field trips are included in the fee for camp.
- * Extra spending money and money for lunches on special occasions is **optional** and up to the parents discretion. Unless otherwise stated, we suggest that parents send no more than \$5.00 with their campers at any time.

Summer Camp: \$400.00

- * ***A \$10.00 discount will be applied for multiple sibling registrations. Siblings must be attending the same sessions in order to receive this discount. We will also offer a 5% discount for multiple session registrations.***
- * **\$50 of each session is required on registration day. This payment is NON-REFUNDABLE and NON-TRANSFERABLE. If you drop or change a session, you will lose your deposits.**
- * **If you registered online, you may pay in full or an automatic payment will be set up and your credit card will be charged automatically on the due dates.**

Payment Due Dates

Session 1 Due by Saturday, May 21, 2022
Session 2 Due by Saturday, June 4, 2022
Session 3 Due by Saturday, June 18, 2022
Session 4 Due by Saturday, July 2, 2022

CAMPER HANDBOOK

⇒ **THE OPTIONAL
AM/PM BUS
SERVICE WILL
NOT BE
AVAILABLE FOR
THE 2022 SUMMER
CAMP PROGRAM.**

****To avoid problems, no payments will be accepted at the Solon Summer Camp. All payments MUST be made at the Solon Community Center or online on your account.****

Extended Care - Note changes from previous years

- * Extended Care is offered on a **pre-registered** basis.
- * **A.M.** extended care is held in the **Roxbury Gym** from **8:00 a.m. - 8:55 a.m.**
- * **P.M.** extended care is held at the **Solon Community Park pavilion** (unless otherwise noted) from **3:00 p.m. - 6:00 p.m.**
- * If your child needs **A.M. or P.M.** extended care, your child must be preregistered on the Solon Community Life Civic Rec site.
- * **ALL** campers **MUST** be signed in/out of extended care by a parent or guardian.
- * **Campers CANNOT sign themselves in or out.**
- * **Extended Care must be registered for and paid in advance.** You will be required to register for the days that you know you will need extended care. You will make payments as you register your child for this service. Please note you will not be able to use the Extended Care service unless it has been pre-paid.

A.M. (Drop Off Time)
8:00 - 8:55 a.m. = \$3.00

P.M. (Pick Up Times)
3:00 - 6:00 p.m. = \$9.00

- * **Any child dropped off at camp prior to 8:55 a.m. will be charged with 1 hour of AM Extended Care.**
- * **If your child is picked up after 6:00 p.m., you will be charged \$2.00 per minute per child thereafter. (We do not have the staff available after 6:00 p.m. to watch your child.)**

How to register for Extended Care:

STEP 1 - Login to your Civic Rec account

STEP 2 - Click the Catalog option.

STEP 3 - Click the REC SUMMER CAMP 2022 tab

STEP 4 - Click EXTENDED CARE 2022 option

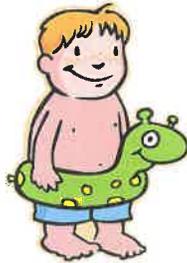
STEP 5 - Pick the days that you will need AM and/or PM Extended Care. You can come back and add more days throughout the summer if needed.

CAMPER HANDBOOK

Swimming

This summer we will be returning to the Community Center's Outdoor Pool **ONLY** for swimming. Like always, the pool will have exclusive hours just for camp. We will be swimming on Mondays, Tuesdays, Wednesdays, and Fridays from 11:00 a.m. - 1:00 p.m., therefore, the pool will not be open to the public until 1p.m. (*schedule subject to change*). Please be advised of the following:

- ◆ The Community Center does not have baby pools, however they do have large play areas containing play features with zero depth entry.
- ◆ There are two water slides at the Community Center where the children must be at least 48" tall to go down. The drop zone is 3'6" deep.
- ◆ Children must be able to swim two lengths of the pool in order to use the diving boards at all pools. This test is given by a lifeguard, not the camp counselors.
- ◆ The concession stand at the Community Center Pool has an opening date that is TBD . If you would like to send your child with money to purchase a snack, please do so. However, we are not responsible for their money. Please put it in a safe place where your child will not lose it and please do not send an excessive amount of money (\$2.00 - \$3.00 should be plenty for a snack).
- ◆ **If you have any restrictions you would like us to enforce with your child in regards to swimming, please email Dina at dsnook@solonohio.org.**



CAMPER HANDBOOK

Field Trips -

- * On field trip days, your child will be transported by a Solon Schools bus to the scheduled location.
- * Each classroom will divide the children into small groups depending on the age and needs of the children.
- * **All campers are required to wear the 2022 Camp T-shirt at all times while on field trips. If your child does not have his or her T-shirt, they will not be permitted to go on the field trip or stay at camp.** The T-shirts serve as an identifier to both the campers and the counselors.
- * Guests can not join us on field trip days. We do not have the proper releases or paper work for them.
- * On occasion, lunches may be eaten off site. Campers are responsible for carrying their lunches on those days. Lunches should contain a drink. We suggest packing the lunch in a disposable bag. Please do not send lunch boxes or plasticware, these items are easily lost and the camper will not want to carry them around all day.
- * Money that is brought on field trips is the sole responsibility of each camper. The counselors are **NOT** responsible for any money that is brought that day. Please do not send your child with an excessive amount of money.

IMPORTANT INFO.

Please have your child at camp no later than 9:00 a.m. on field trip days. If you do not want your child to go on a particular field trip, do not send them to camp that day. Please call to let us know they will not attend.

REGISTRATION INFORMATION

It's time to start thinking about Summer Camp! **Registration will be available online again this year!!!** Please read the following registration information closely, you will have a few steps to complete prior to registration day. It is highly encouraged that you complete the pre-registration process ahead of time so you're not held up on registration day.

Registration will begin on Saturday, March 12 at 9:00am. Registration will be available online and you are HIGHLY encouraged to take advantage of this service. Staff will be at the Community Center during the registration hours. The registration schedule is listed on page 4.

Step 1: Login to your account on the Solon Community Life Civic Rec site. We recommend that you login to your account prior to the day of registration to make sure that all account members have the correct information. Camp registration has grade parameters that each participant must meet in order to register for a camp session. Please make sure your child's **CURRENT** grade is associated with the account. If you forgot your password or would like us to check your account, please contact us.

Step 2: You will need to "purchase" a free REC – Summer Camp 2022 | Information Form. You will find this located under the SUMMER CAMP 2022 tab. This is our primary way of collecting all of the necessary important information about each child. Again, this is FREE. Please fill out all the questions in their fullest, especially in regards to medical info, emergency contacts and authorized pick-ups. **This MUST be filled out prior to registration. NOTE: This is NOT registering for camp OR guaranteeing a spot in camp.**

Step 3: On **Saturday, March 12 at 9:00 AM**, our system will open in-house and online for registration. Make sure you sign up for ALL SESSIONS that you need.

Step 4: When registering online, you will be given the option to pay in full or use the payment schedule. If you choose the payment schedule, you will only be charged a deposit of \$50.00 per session on that day. The balances will be automatically withdrawn from your credit card on the following due dates: Session 1 – May 21, Session 2 – June 4, Session 3 – June 18, Session 4 – July 2. If you pay in-house, you will also have the option for a payment schedule, but will need to allow us to store your credit card information for payment usage.

The \$50 per session deposit payment on your registration day is **NON-REFUNDABLE** and **NON-TRANSFERABLE**. If you drop a session or change a session, you will lose your deposit. The deposits are NOT transferable from one child to another.

Once we are at our registration limits, your child will be placed on a waiting list and will only be contacted if spots become available.

Solon Recreation Day Camp @ Roxbury Elementary School

The Parent Pick Up / Drop Off Line will be located at the far back parking lot. You can only use the Pick Up / Drop Off Line if you are staying in your car and dropping off your camper at the curb. Please park your car in a proper parking spot if you wish to walk your child into camp. Please do not use the main Roxbury Elementary School Office Entrance. All camper, staff and parents must enter and exit through the designated Camp Entrance.

**ROXBURY ELEMENTARY
SCHOOL**

**6795 SOLON BOULEVARD
SOLON, OH 44139**

**SOLON RECREATION
SUMMER CAMP OFFICE
440-498-9040**



CAMPER HANDBOOK

Activities -

- * Throughout the day, the children will be playing organized games, doing organized crafts and other activities. All children are encouraged to participate in these activities to some extent, either in an active roll or as a manager, scorekeeper, referee, etc.
- * Skill levels will be considered for all groups so that the children do not feel discouraged.

Swimming -

- * Campers will go swimming at the community center outdoor pool. All campers are to remain inside the confines of the pool during camp.
- * Every child will need a swimsuit and towel everyday (unless a field trip does not require). Please label **EVERYTHING** that your child brings to camp. Our lost and found grows by the hour.
- * Every child is required to dress for swimming but will not be forced to swim if they do not wish to do so. Even if the child fears the water, we encourage them to sit near the water and watch the other children. In the past, these children have often joined the other campers in the water after they become comfortable with the aquatic environment.
- * All rules and regulations specified at the Solon Pools are to be followed at all times.

- * Swimming
- * Arts and Crafts
- * Sports
- * Field Trips
- * Bowling
- * Roller-skating
- * Mini Golf
- * Ice skating
- * Movies
- * Special Event Days

CAMPER HANDBOOK

Drop Off / Pick Up Policy -

- * Cars should enter the Roxbury School parking lot at a reasonable speed and in an orderly fashion.
- * The drop off / pick up line will be in the far back parking lot. **DO NOT USE THE BUS LANE.**
- * Everyone should form a single file line that conforms with the parking lot. *Please **DO NOT** get out of your cars to drop off or pick up your child if you are in line.*
- * If you would like to get out of your car, please use a parking spot.
- * Please remember that there are young children in camp and you should use good judgement in backing up and driving out of the parking lot.

Attendance -

- * Attendance is taken daily in each classroom.
- * If your child is late to camp, he or she must report to the classroom immediately to be recorded. If the camp class is not in their room, you must go to the camp office to find his/her location.
- * If your child will be absent from camp, **PLEASE** call the camp phone 440-498-9040 before 9:00 a.m. **We will not call you.**

EARLY PICK UP

If you need to pick up your child early from camp, please send a note in the morning or contact the camp office

(440)498-1060.

Due to your child's busy schedule, this allows us to make arrangements and have him/her ready to be picked up.

CAMPER HANDBOOK

Illness and Guidelines-

- * If your child's temperature is 99° F or over , we will send your child home.
- * Participants must stay home until they are 24 hours fever free, without the use of fever-reducing medicine.
- * Participants must be able to keep hands to self and frequently wash hands.
- * Strongly recommended that staff and campers wear masks unless they are swimming or eating.
- * Staff and campers will follow the social distancing guidelines
- * Any participant unable to follow these guidelines will not be able to continue in the program.
- * **Please, do not send your child to camp if he/she claims to be sick. We will send him/her home!**

Snacks -

- * Campers are given a snack most days excluding long field trip days.
- * Snacks consist of water and one of the following: cookies, pretzels, crackers, etc. For those children with food allergies, pretzels are always available.

Accident Procedure -

- * In the case of a serious accident, we will call you immediately. Please be informed that if we cannot reach you, we will contact the person that you have indicated as their emergency contacts.
- * If necessary, emergency transportation will be conducted by a Rescue Squad to the nearest hospital.
- * A copy of the accident report will be sent home with your child

Liability -

- * All medical forms should be accurate and up to date. All special needs should be noted on these forms. The better informed we are, the better we can care for your child.
- * **If there is any information change during the course of the summer, it is the parent's/guardian's responsibility to call the summer camp office with the updated phone numbers or changed information.**
- * Medications are handled through the camp staff -Coordinator, Supervisors and Counselors. We must have written permission from you enabling us to administer the medication, along with the nature of the medication, the route and amount to be administered as well as the time in which it is to be taken. Please include any side effects each medication may have.

CAMPER HANDBOOK

Camp Minimum Requirements

Children must meet these minimum requirements to be able to participate in camp.

Summer Camp

- *Child must be current Kindergarten thru 6th grade.
- *Child must be able to participate without individualized attention.
- *Child must be able to safely function with a ratio of 6 campers to 1 counselor.
- *Child must be mobile.
- *Child must be able to dress themselves.
- *Child must be able to feed themselves.
- *Child must be toilet trained.
- *Child must be able to follow simple 3 to 4 part directions.
- *Child must be able to communicate with others.

CAMPER HANDBOOK

Solon Recreation Department Behavior & Discipline Policy

Programs offered by the Solon Recreation Department (including Community Center, Parks and Recreation, Solon Center for the Art, and Grantwood Golf Course) are a privilege for the participants, and therefore participants are expected to exhibit appropriate behavior at all times. The staff will strive to provide a safe, fun, educational and secure environment for the participants of its programs. The success of each program depends directly on the behavior of each participant. The following procedures will be followed if a participant misbehaves or breaks the rules. This procedure is used as a guideline, however, steps may be skipped if the situation warrants and will be up to the discretion of the Manager of each department.

Minor Participants: Parent cooperation and involvement is vital to the successful implementation of our discipline policy. We ask the parents read and discuss the rules and policies to the participants. Parents must realize that their child's behavior may determine what the staff and supervisors allow him/her to do while participating in the programs. Please answer any questions the child may have regarding your expectations as well as our behavior policies.

Immediate Dismissal: The Solon Recreation Department reserves the right to remove and suspend a participant from a program if they pose serious continual discipline problems, especially those in which their behavior endangers the safety of themselves or others, whether or not all of the steps in our discipline procedure have been completed.

Documentation: All behavioral issues will be documented and may warrant an Incident Report. If needed, an incident report will be immediately completed by the staff, and submitted and reviewed by the Program Supervisor and/or Recreation Manager. They will then be furnished to parents for their review and signature.

Suspensions: The staff would like the program participants to have the best experience possible while participating in city programs. The staff will use a caring and positive approach with regards to discipline. The staff will differentiate discipline and use corrective action (e.g., positive reinforcement, firm statements, and redirection) in working with the participants to use appropriate and positive behavior while enrolled in our programs. Although the staff is committed to correct inappropriate behavior, suspensions may be necessary for repeat offenses or in the instance of a severe infraction.

General Rules:

- Listen to staff. If a child consistently refuses to follow directions, especially those that apply to his or her safety or the safety of others,

CAMPER HANDBOOK

- Recreation staff will contact the parents/guardian immediately.
- Respect other participants, staff, equipment, supplies, facilities and yourself.
 - Keep hands, feet and other objects to yourself. Avoid all forms of horseplay including piggyback rides, pool dunking, hitting, kicking, pinching and picking each other up.
 - Participate in the program activities, always show good sportsmanship and support other's ideas.
 - Sticks, rocks, dirt, sand and mulch should never even be picked up!
 - Participants should never leave the staff members, especially while on field trips.
 - Profanity or negative talk will not be tolerated.
 - Always pick up and put away any equipment, games or supplies that you used.
 - Always tell the truth.
 - Soiling of clothes repetitively is not permitted.
 - If it's not yours, please leave it alone.
 - If there is a problem, notify a staff member immediately.

A signed copy of the Solon Recreation Department Behavior & Discipline Policy must be on file with the Rec. Dept. prior to your child's first day of camp. Please see the camp staff if you need to fill one out!

PLEASE NOTE:

All K and 1st Graders will need to wear their camp t-shirts EVERY DAY! Therefore, registration fees will now include 2 shirts for those particular campers. The option to purchase additional T-shirts will be available during registration.

CAMPER HANDBOOK

Dress -

- * Dress your child according to the weather.
- * **Send child in tennis shoes and socks daily. (No sandals, flip flops, Heely's)**
- * Send a bag that is easy for your child to carry that will hold a swim suit, towel, sunscreen and other articles they may need. They will walk to and from the pool.
- * Remember the school is air conditioned, you may want to send a sweatshirt to camp daily.

General Information -

- * We ask that you please keep all your camp receipts for your records. This way you can always double check what you have already paid.
- * All visitors must report to the Camp Office upon entering the building.

If you need to reach us for an emergency during the camp day and there is no answer at camp, please call the Solon Recreation Department at (440) 248-5747 and they will contact us. We do however, have voicemail and text on our camp phone and we do check it periodically during the day, even when we are on field trips.

IMPORTANT INFO.

Summer
Camp will
remain inside
Roxbury
Elementary
School for the
entire 8 weeks
of camp for
the 2022
season.

Camp
440.498.9040

CAMPER HANDBOOK

Questions:

If you have any questions regarding the Solon Summer Camp, please do not hesitate to call or Dina at the Recreation Department at (440) 248-5747 or the camp staff starting June 6 at (440) 498-9040.

WELCOME BACK
CAMPERS, FAMILIES &
COUNSELORS!!!



Summer Fun

Important Phone Numbers

**Solon Recreation Department/
Solon Community Center
(440) 248-5747**

**Solon Summer Camp Phone
(440) 498-9040**

Camp Staff

Program Coordinator:

Dina Snook
dsnook@solonohio.org
Dylan Fodor
dfodor@solonohio.org

Camp Supervisors:

Sarah Czerwinski
Mike Tsironis

SOLON RECREATION DEPARTMENT

**SOLON SUMMER CAMP
35000 PORTZ PARKWAY
SOLON, OHIO 44139
(440) 248 - 5747**