



City of Lakewood's Camp Create 2017 Registration Packet



Camp Location:	Park Lodge Elementary 6300 100 th St. SW Lakewood, WA 98499
Camp Dates:	Monday- Friday, June 19 - August 11
Camp Hours:	8:30-5:00pm
Camp Cost:	\$5/day (FREE lunch and one snack is provided). \$3/half-day
Camp Ages:	6-12

Children must be at least 6 but younger than 12 years old to be in this program.

Pick up/Drop off:

For safety reasons all children must be accompanied by a parent or guardian at drop off and pick up; photo I.D. will be required. Each child must be signed in/out by a parent/guardian that is listed on the emergency contact form. Please add any additional persons that may pick up your child prior to the start of camp. **Staff is not authorized to release a child to any persons who are not listed on the emergency contact form!** Staff will need to be given advanced notice, if you need to pick up a child prior to the end of the day.

Attendance and Late Policy:

Camp starts at 8:30am and ends at 5:00pm Monday-Friday, including field trip days (if your child is registered for a la carte field trips). Please drop your child off on time. If your child will be late or absent on a field trip day, please notify the Parks and Recreation Department by calling 253-983-7887. Please note that camp fees are non-transferable and non-refundable.

If you pick up your child after 5:00pm, you will be charged a late fee of \$10 for every five minutes thereafter. You will receive a warning on the first occurrence but after two or more occurrences you will be charged accordingly: 5 minutes = \$10, 10 minutes = \$20, 30 minutes = \$60, and so on. The late charge will be added to your account, to be paid before the last day of the current session. If you exceed three late charges in a session, you will be asked to set up a meeting with the Recreation Coordinator.

Transportation:

Field trip transportation will be provided by chartered school buses and drivers. Campers will walk with staff to City Hall for movie days and for a weekly trip to the library.

What to Wear:

All children should wear comfortable clothing, suitable for play and should always wear closed-toe shoes. Flip flops and sandals are NOT permitted except in the swimming areas. Campers will be issued one t-shirt for the summer and should wear it on field trip days. Field trip days will be noted on your weekly camp calendar.

All belongings including clothing, backpacks, towels and lunch boxes should be labeled with your child's first and last name and should be placed in a bag or backpack that is easily portable. Items left

at camp will be placed in a lost and found until the last day of camp. Unclaimed items will be donated to a clothing bank after the summer season. The City of Lakewood Parks and Recreation department is not responsible for any lost or stolen items.

Please put adequate sunscreen on you child BEFORE dropping them off at camp as well as pack additional sunscreen for the day. Due to the risk of allergies, sunscreen will not be provided nor will campers be permitted to share sunscreen. If your child is prone to sunburn or will need additional sunscreen attention please fill out and submit a "sunscreen application form". Staffers are NOT permitted to apply sunscreen to a child without a submitted "sunscreen application form". However, staff will remind campers to self-apply sunscreen throughout the day.

Meals:

Free lunch will be provided to campers Monday through Friday except on field trip days by St. Leo's Food Connection. Lunch will be served daily from 11:30am - noon. A copy of the lunch schedule and the field trip calendar will be sent home at the beginning of each week for your review.

- Please pack a lunch for your child on the noted field trip days, if your child has a food allergy or dislikes the meal for the day. We will *not* provide daily alternate meals choices.
- Please pack **one healthy snacks** for your child to eat during the morning and afternoon snack times.
- Please pack **water bottle(s)** for your child. They will be provided a beverage with their lunch and should always have at least one if not more water bottles with them.

Valuables:

Campers are not permitted to bring personal toys, games, trading cards, shoes with wheels and or any type of electronics (i.e. cell phones, Gameboys, PSP;s DS1's, iPods, or any other electronic item) to camp with them. If a child brings a prohibited item, the staff will hold the item until the end of the day. City of Lakewood Parks and Recreation department is not responsible for any lost or stolen items.

Health Policies:

Campers who have contagious conditions (i.e. Pink Eye, Chicken Pox) or who feel ill in any way are not permitted to attend camp. As a precaution, please notify a staff member if your child has been exposed to a contagious condition.

If your child becomes ill while at camp, a parent will be notified. If no parent can be contacted, the emergency contact will be called. If no party can be reached and the symptoms persist, the child's physician may be notified.

Medications:

If medication is necessary, please fill out and submit a Medications Form with your child's registration. Parents are responsible for submitting the Medications Form and providing medication directly to a staff member prior to your child's attendance at camp.

Any required medications must be in the original container, labeled with the child's first and last name, description of medication and the dosage as prescribed by the physician. Please do not send medications in the possession of your child, including his or her lunch box or backpack. The Lakewood Parks and Recreation staff is not permitted to administer prescriptions or non-prescription medication to children. However, staffers may assist a child who is able to self medicate if a Medications Form is on file.

Injuries:

All Lakewood Parks and Recreation staff is CPR and First Aid Certified. Staff will administer basic First Aid for minor injuries such as scrapes and cuts. If a minor injury occurs, parents will be notified at time of pick up. If a child needs medical treatment, the parent will be notified. Please see Emergency Procedures below.

Staff will follow the following procedures in the case of a serious injury:

- Call 911
- Administer First Aid/CPR
- Contact parent or emergency contact
- Fill out an incident report

Discipline:

It is the policy of the City of Lakewood Parks and Recreation that the staff uses disciplinary actions to ensure the safety of all the campers, facility and other staffers. If a serious offense occurs, a staff member will complete an incident report to be signed by the staffer, child and parent/ guardian prior to the child being signed out for the day. If the behavior continues a second time, the Recreation Coordinator will notify the parents and a one-day suspension may be required. If a third offense occurs, the Recreation Coordinator will discuss the situation with the Director and an expulsion may be necessary.

*If a suspension or expulsion is necessary, all fees will be forfeited for the current session. Prepaid fees for future sessions may be refunded but are subject to follow the Lakewood Parks and Recreation refund policy.



Child Information Form

Please bring with child to the first day of camp.

Child's Name

Age

Address

City

Zip Code

Mother's Name

Phone Number

Father's Name

Phone Number

Other Guardian's Name

Phone Number

EMERGENCY CONTACT – In case the parent's cannot be reached, whom can we call?

Name	Phone Number	Relationship
1.		
2.		
3.		

Child's Physician

Phone Number

Medical Insurance Company

Child's Medical history/cautions, medical/special considerations that the camp staff should be aware of to best serve your child. (mediations, allergies, physical or mental disabilities, behavior disorders, attention disorders, others):

Authorized Alternate Pick-Up People: List all persons, including parents, authorized to pick up your child.

Name	Phone Number	Relationship
1.		
2.		
3.		
4.		

Below please list all persons, including parent(s), who are NOT AUTHORIZED to pick up your child:

Name	Phone Number	Relationship
1.		
2.		
3.		
4.		



Day Camp Medication Form

Please fill out the following **ONLY** if your child needs to take medication while at camp

Child's Name

Date of Birth

Medical Condition

Name of Medication(s)

Dosage or amount per administration

Time(s) a day to be given

Possible side effects of the medication

Special instructions for handling medication/comments

I request and authorize that the above named child be assisted in self-medicating himself/herself in accordance with the instructions indicated, as there exists a valid health reason which makes the administration of the medication advisable during program hours or during the time the child is under the supervision of the City of Lakewood Recreation Staff.

Parent's Signature

Date

Physician's Name

Phone Number

Physician's Signature

Date

Note to Parents:

Prescription medication **MUST** have original label on the bottle. The label will include the child's name, medication, amount and frequency for administration, doctor's name, pharmacy's name and phone number. Send only the daily dosage. Please do not leave medication in the possession of your child or in his/her lunch box. Hand directly to a camp counselor to put in a safe box until it is time to take.



City of Lakewood Parks, Recreation and Community Services Discipline Policy

It is the policy of the City of Lakewood Parks and Recreation that the staff uses disciplinary actions to ensure the safety of all the campers, facility and other staffers. If a serious offense occurs, a staff member will complete an incident report to be signed by the staffer, child and parent/ guardian prior to the child being signed out for the day. If the behavior continues a second time, the Recreation Coordinator will notify the parents and a one-day suspension may be required. If a third offense occurs, the Recreation Coordinator will discuss the situation with the Director and an expulsion may be necessary.

*If a suspension or expulsion is necessary, all fees will be forfeited for the current session. Prepaid fees for future sessions may be refunded but are subject to follow the Lakewood Parks and Recreation refund policy.

Basic Behavior Norms:

- 1) Respect for camp counselors, fellow participants and property.
- 2) Follow the directions of the Camp Counselors and be cooperative.
- 3) NO vulgar language/conduct will be permitted.
- 4) NO hostile or dangerous conduct will be permitted.

Encouragement of Good Behavior:

- 1) Use preventative management techniques by providing structured play time as well as free play.
- 2) Encourage self-discipline by encouraging campers to be involved in the discipline process.
- 3) Correct negative behavior in a timely manner and recognize positive behavior.
- 4) Establishing and consistently enforcing camp rules and guidelines.
- 5) Providing Camp Counselors and Counselors In Training that act as positive role models.

In the event that Encouragement of Good Behavior is not effective the following action plan will be put into place:

- 1) First Offense: A Behavior Report will be filled out by a camp counselor as well as the camper(s) involved. This report will be presented to the parent(s) at the end of the day before the camper is checked out, and the parent will be asked to sign the report. This alerts the parents to the offense and there will be a behavior contract put into place.
- 2) Second Offense: The Recreation Coordinator speaks with the parents and a one-day suspension is likely.
- 3) Third Offense: Dismissal from the program is considered. The Recreation Coordinator will discuss with the Director of Parks, Recreation and Community Services and notify the parents.

Examples of Serious Offenses Which May Result In Automatic Dismissal from the Program:

- Causing physical harm or threat to others; causing harm to self.
- Physical or verbal assault
- Sexual misconduct
- Stealing
- Refusal to Cooperate
- Weapons, Drugs, Tobacco
- Destruction of Property
- Leaving the Designated Area
- Temper Tantrums

In all cases the final decision will be made by the Director of Parks, Recreation and Community Services.

I understand that inappropriate behavior will be recorded and tracked through out the time that my child is involved in Camp CREATE. I have read and understand these policies and have explained them/read them to my child prior to the start of camp.

Parent's Signature

Date

Participant's Name

Participant's Signature

Home Phone:



Late Camper Policy

Camp ends at 5:00 pm. Please pick-up your camper by 5:00pm. A late warning will be given for the first time you are late.

After the late warning you will be charged \$10.00 for every 5 MINUTES past 5:00pm.

5 minutes	\$10.00
10 minutes	\$20.00
15 minutes	\$30.00
20 minutes	\$40.00
25 minutes	\$50.00
30 minutes	\$60.00

The balance must be paid to the City of Lakewood before the end of the next camp day.

If you are charged for late pick up three times during the week, there will be a meeting set up with the Recreation Coordinator to see if the situation can be resolved.

I understand the late camper policy.

Parent's Signature

Date



Sunscreen/Bug Repellant Authorization Form

This is an optional form for you to sign so that our Camp Counselors may assist your child in applying sunscreen or sunblock. If you do not wish our counselors to assist you may leave this page blank but please do fill out the question about your child's sensitivity to sun.

I hereby authorize the City of Lakewood Parks and Recreation staff to administer

_____ *(Name of Sunscreen/Block)*

_____ **time(s) a day, when my**

Child, _____

(Name of Child (first and last))

may go outdoors to play. I attest that my child has already used this brand and is not allergic to it.

Please list any special instructions:

Parent/Guardian Signature _____

Date _____

On a scale of 1 – 10 (1 being burns easily, 10 being tans easily) please let us know your child's sensitivity to being out in the sun.

1 2 3 4 5 6 7 8 9 10

Summer Camp Weeks - 2017

- Week 1: June 19 – 23 **(What do People Eat)**
Movie: Cloudy with a Chance of Meatballs – Tuesday, June 20
Field Trip: Dominos – Friday, June 23
- Week 2: June 26 – June 30 **(Ancient Astronauts)**
Movie: Wall-E – Tuesday, June 29
Field Trip: Museum of Flight – Friday, June 30
- Week 3: July 3, 5, 6 & 7 **(When Dinosaurs ruled the Earth)**
Movie: Ice Age: Dawn of the Dinosaurs - Wednesday, July 5
Field Trip: Burke Museum – Friday, July 7
- Week 4: July 10 – 14 **(Famous Women)**
Movie: The Incredibles - Tuesday, July 11
Field Trip: WNBA Storm Basketball Game – Wednesday, July 12
- Week 5: July 17 – 21 **(The Arts)**
Movie: Nanny McPhee - Tuesday, July 18
Field Trip: Tacoma Museums – Thursday, Wednesday, July 20
- Week 6: July 24 -28 **(The Great Outdoors)**
Movie: RV: Runaway Vacation - Tuesday, July 25
Field Trip: Mount Rainier National Park – Friday, July 28
- Week 7: July 31 – Aug 4 **(Seafair)**
Movie: The Goonies – Tuesday, Aug 1
Field Trip: Waughop Lake Boat Races - Friday, August 4
- Week 8: August 7 – 11 **(Sports of All Sorts)**
Movie: Cool Runnings – Thursday, Aug 10
Field Trip: Tacoma Rainiers Baseball Game – Tuesday, Aug 8

CAMP CREATE

NAME: _____

Number of Days purchased _____

Days are not refundable or transferable

(Indicate which days child will attend below)

WEEK 1 What do People Eat? **June 19 - 23**

19	20	21	22	23
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WEEK 2 Ancient Astronauts **June 26 – 30**

26	27	28	29	30
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WEEK 3 When Dinosaurs ruled the Earth **July 3, 5, 6 & 7**

3	XXX	5	6	7
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WEEK 4 Famous Women **July 10 – 14**

10	11	12	13	14
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WEEK 5 The Arts **July 17 – 21**

17	18	19	20	21
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WEEK 6 The Great Outdoors **July 24 - 28**

24	25	26	27	28
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WEEK 7 Seafair **July 31 – Aug 4**

31	1	2	3	4
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WEEK 8 Sports of All Sorts **August 7 -11**

7	8	9	10	11
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Camp Create – Field Trips

NAME OF CAMPER: _____

- Field trips are on **FRIDAY**, unless otherwise noted
- Your child must be registered for Camp Create on the day(s) of the field trip
- Days are non-transferable and non-refundable
- Check each **FIELD TRIP** your child will participate in

****NOTE:** on WEEK 4 the FIELD TRIP is on Wednesday, July 12th.
 on WEEK 5 the FIELD TRIP is on Thursday, July 20th.
 on WEEK 8 the FIELD TRIP is on Tuesday, August 8th.

WEEK	NAME of FIELD TRIP	FEE	TOTAL
Week 1 – (6/19-6/23)	Domino’s Pizza	\$15.00	
Week 2 – (6/26-6/30)	Museum of Flight	\$15.00	
Week 3 – (7/3, 5, 6 & 7)	Burke Museum (Dinosaur Exhibit)	\$15.00	
**Week 4 – (7/10-7/14)	WEDNESDAY – July 12: WNBA Storm Basketball Game	\$15.00	
**Week 5 – (July 17-21)	THURSDAY – July 20: Tacoma Museums	\$15.00	
Week 6 – (7/24-7/28))	Mount Rainier National Park	\$15.00	
Week 7 – (July 31-Aug 4)	Waughop Lake – Boat Races	\$15.00	
Week 8 - (8/7-8/11)	TUESDAY – Aug 8: Tacoma Rainiers Game	\$15.00	
			Total

Camp Create – Movie Day

Each TUESDAY – campers can go see a movie on the “BIG SCREEN” in Council Chambers at City Hall. Movie choices will vary based on availability. Movie day trips will leave at 9am sharp and return by 12:30 pm – lunch will be provided at camp

- Your child must be registered for Camp Create on the day(s) of **MOVIE DAY**.
- Days are non-transferable and non-refundable
- Check each **MOVIE DAY** your child will participate in

WEEK	MOVIE	FEE	TOTAL
Week 1 – 6/20	Cloudy with a Chance of Meatballs	\$5.00	
Week 2 – 6/27	Wall-E	\$5.00	
Week 3 – 7/5 (Wednesday)	Ice Age: Dawn of the Dinosaurs	\$5.00	
Week 4 – 7/11	The Incredibles	\$5.00	
Week 5 – 7/18	Nanny McPhee	\$5.00	
Week 6 – 7/25	RV; Runaway Vacation	\$5.00	
Week 7 – 8/1	The Goonies	\$5.00	
Week 8 – 8/10 (Thursday)	Cool Runnings	\$5.00	
			Total

Grand Total Field Trips & Movie Days _____