



# North Liberty Summer Camp Summer 2017

Program location:

**North Liberty Recreation Center**

520 West Cherry Street

North Liberty, Iowa 52317

(319) 626-5716

(319) 626-5734

## **INTRODUCTION:**

The North Liberty Recreation Department's Summer Camp Program is designed to provide recreational activities, supervision and guidance for children who have completed Kindergarten to those who are entering 6th grade.

The program will be administered by Recreation Department Staff, Program Supervisor, Assistant Recreation Director and Recreation Director. This program is not licensed by the Iowa Department of Human Services but we will try to incorporate as many DHS guidelines as possible.

The Summer camp will provide a number of activities to fulfill the interests of these children attending the program. Recreational games, sports, swimming, arts and crafts, outdoor activities, field trips and supervised "free time" will be provided in a safe, friendly environment. Activities will take place at the North Liberty Recreation Center and Recreation Center grounds which include the bike trail. Parents will be aware of all field trips other than the ones mentioned above in advance.

## **ORGANIZATION CHAIN:**

Parents and Children  
Program Counselors  
Head Counselor  
Program Supervisor  
Assistant Recreation Director

Recreation Director  
City Administrator

DHS recommends a staff ratio of no less than 1:15; but our goal is to maintain a ratio of 1:10 at the maximum in the summer with 1:5 for field trips.

**FUNDING:**

The North Liberty Recreation Department's Summer Program relies on generated revenues to support 100% of the program. Subsidized funding from the city is not anticipated.

**ENROLLMENT:**

Enrollment is on a first come, first serve basis. You may sign up for one or all weeks of summer camp. Payment is due in full at the time of registration or half paid up front and the other half on August 1st with a valid Credit Card.

***Registration for current BASP participants runs March 1st– March 31st.***

***Open enrollment for general public begins April 1st as a first come first serve basis.***

**Field Trip list is updated each year and can be found at the rec center, or online at [northlibertyiowa.org](http://northlibertyiowa.org).**

**PROGRAM HOURS:**

"Recsters" Summer Camp hours of operation will be 7:00 a.m. to 6:00 p.m.  
Monday through Friday.

**SIGN IN & SIGN OUT PROCEDURES:**

All children participating in the "Recsters" summer program **must** be signed in upon arrival by their parent or guardian, and signed out when they are picked up. If someone other than parents are picking up, please tell the recreation staff.

**PROGRAM FEES:**

**\$210 Per Week**                      **Weeks are not prorated and refunds will only be given with a one week notice.**

**\$10.00 late fee**                      A late fee of \$10.00 will be assessed if child is not picked up by 6:00 p.m. A child not picked up by 6:15 p.m. will be considered an abandoned child, the staff reserves the right to contact the police/ sheriff.

Payments may be paid for by cash, check, money order or credit card (Mastercard or Visa).  
**Checks should be made payable to the City of North Liberty.**

**\*Ask about new payment plan at the Front Desk!**

The Federal Tax I.D. number for the City of North Liberty is: **420926682**. This number can be used to claim child care costs on income tax

**RECORDS AND FORMS:**

The following forms must be completed and placed on file prior to your child attending the program.

1. General information sheet– includes emergency information and child release authorization.
2. Medication release form (if applicable).
3. Payment received and processed.

**HEALTH AND MEDICATION:**

If your child has any one of the following conditions you will be notified to pick up your child as soon as possible :

Contagious disease (Pink Eye), will be asked for Dr.'s clearance

Vomiting or diarrhea

Fever of 100.4 degrees or more

Accident requiring medical attention

In case of accident or illness, parent(s) will be called immediately. In a serious case the child will be taken to the hospital, indicated on the Emergency Information form, by ambulance with the parents being notified.

If a child requires medication during the program, a note shall be provided by the parent, stating instructions and permission. Only a 30 day supply will be kept on hand. Medication must be in its original container with prescription label. All medication should be in doses or the child should be able to pour/ administer dose. Staff are not allowed to give dosage, i.e. pour medication into spoon.

**INSURANCE:**

In recreation programs, each participant realizes the inherent risks involved in the program and appreciates the nature of these risks. The City of North Liberty provides no medical insurance to participants. **A Program Participant Waiver is agreed upon in the brochure at time of sign up.**

**INFORMATION / QUESTIONS / ABSENCES:**

Please call the North Liberty Recreation Department at (319) 626-5734 if your child is sick or will not be attending the program.

Please call for any further information, questions or concerns.

**STAFF MEMBERS:**

Staff members will be 16 years or older and it is preferred that they have two years experience in child care, elementary education, recreation or other related areas. They are required to maintain certification in First Aid and CPR and attend departmental training on various topics like child abuse mandatory reporting. All staff members will wear a staff shirt or name tag.

**DISCIPLINE / DISCHARGE POLICY:**

The North Liberty Recreation Department encourages positive interactions between all participants and staff. All children in the program deserve a friendly and safe environment to interact in. Disruptive behavior will not be tolerated in City of North Liberty Summer Camps.

The following will be use to discipline a child.

1. First offense, the child will be given a warning and talked to about their behavior and what is expected of them.
2. Second offense, the child will be given a time out of 5 to 10 minutes. They will be talked to about their behavior and what is expected of them.
3. Third offense, the child will sit out of the current activity for 20 to 30 minutes. Parents will be given a discipline report (Red Sheet) when picking up their child.
4. A discipline report (Red Sheet) will be completed any time a child injures another child or staff member.
5. If two discipline reports are given in one month the child, parents, lead counselor and Recreation Director will meet to discuss the child's behavior and to come up with consequences if the behavior persists.
6. A third offense after the meeting with parents will result in the child being dismissed from the program for one week. If in the summer, it will be the next week they are signed up for. Refunds are at the discretion of the Rec Dept.
7. Any offense after the child has been dismissed for one week will result in dismissal from the program for one year.
8. Discipline reports will be kept on file. If three months have passed since the last discipline report the child will start over with a clean slate.

**Termination from Prior Program-**

If your child has been terminated from a program prior to enrolling into a North Liberty sponsored program for behavior reasons the NLRC reserves the right to deny enrollment into their programs. The NLRC reserves the right to contact previous care provider. The NLRC also reserves the right to accept enrollment under a one strike policy for behavior.

**SNACKS/LUNCHES/SUNSCREEN:**

Campers need to bring their own lunches, snacks and sunscreen each day. Use of the refrigerator, microwave or utensils will not be available for your child to use. Any money or personal items sent with the child is that child's responsibility. Rec staff will help children apply sunscreen, but it is ultimately the child's responsibility.

**Swim Lessons**

The program will transport kids to and from swim lessons as long as they are in the 9:15 AM time slot. If you pick a different time slot you will be responsible for getting your child to and from swimming lessons.

**PERSONAL ITEMS:**

The North Liberty Recreation Center and Staff are not responsible for camper's personal items that they may bring with them. Personal items must be approved before bringing to the Summer Program. All personal items need to be labeled with your child's name and they are responsible for them.

**PHOTO & VIDEO RELEASE:**

Participants in programs of the North Liberty Recreation Department, including the Summer Camp Program, permit/ allow the taking of photos and videotapes of themselves and their children during city sponsored activities. Participant photos and videos are used to promote the program in the future by city staff.

**EXPECTATIONS:**

We strive to teach the children in our program to be the best they can. We strongly believe in helping them build good character through the examples we set. The expectations we have for all children in our program are the following:

1. RESPECT
2. HONESTY
3. COOPERATION
4. SELF- CONTROL
5. RESPONSIBILITY
6. TRUST
7. CARING
8. SERVICE

**NORTH LIBERTY RECREATION CENTER  
REQUEST TO ADMINISTER PRESCRIPTION MEDICATION DURING  
"REC-STERS" SUMMER PROGRAM**

Medications can/ may be administered during the North Liberty "Recsters" Summer Program with written authorization from the parent or guardian. If possible, we request that medication be given outside of the "Recsters" program.

**Prescription Medication:** The prescription medication must be brought to the North Liberty Recreation Center in the labeled prescription container. For long-term medication, do not send more than a 30 day supply. Parent permission forms must be signed and on file at the North Liberty Recreation Center before any medication can be administered.

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**PARENTAL PERMISSION FOR ADMINISTERING PRESCRIPTION MEDICATION DURING THE "REC-  
STERS" SUMMER PROGRAM**

For prescription medication, the prescription label is the doctor's permission to administer medication.

Date: \_\_\_\_\_

Child's name: \_\_\_\_\_

Medication: \_\_\_\_\_

Amount of dose: \_\_\_\_\_ Time: \_\_\_\_\_ Prescription # \_\_\_\_\_

Doctor's name: \_\_\_\_\_ Doctor's phone \_\_\_\_\_

My child's medication is in the labeled prescription container. I request that authorized staff make provisions for my child to receive the medication as the doctor has prescribed.

Parent/ Guardian \_\_\_\_\_

**NORTH LIBERTY RECREATION DEPARTMENT  
PARTICIPANT EMERGENCY INFORMATION FORM**

Child's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mom's Workphone: \_\_\_\_\_

Dad's Work Phone: \_\_\_\_\_

Child's School \_\_\_\_\_ Cell Phone#'s \_\_\_\_\_

Email \_\_\_\_\_

Incase of emergency, and parents can not be reached; Notify the following:

Name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list authorized adults able to pick up your child:

\_\_\_\_\_

Does your child have any health concerns and/ or special needs? Please explain:

\_\_\_\_\_

\_\_\_\_\_

Does your child take any medication? Please explain:

\_\_\_\_\_

\_\_\_\_\_

Note any additional information that may be helpful in relating to your child.

\_\_\_\_\_

\_\_\_\_\_

**FIELD TRIPS:**

Alternate child care must be provided by the parent during field trip hours if your child will not participate or isn't allowed to participate. All field trip admissions will be paid for by the North Liberty Recreation Department. When signing up for the program, the signee automatically agrees to the North Liberty waiver.

Discipline reports will be filled out when the child is affecting the day to day operations by requiring one on one attention, causing physical or emotional harm to other children or staff, or being unable to follow rules of the program. The following will result in a discipline report.

GENERAL– a non-violent, or non-destructive action that results in an infraction of Community Center policies or rules, and warrants that a staff member complete an “Incident Form”.

DESTRUCTION OF PROPERTY– the damaging or destruction of property owned by the city of North Liberty or other citizens. Includes willful or negligent conduct that results in harmful or damaging results to property, regardless of value.

VERBAL ABUSE– non-positive verbal communication directed at others, that warrants completion of an “Incident Form”.

PHYSICAL ABUSE/ PHYSICAL THREATS– actions that result in physical threats or harm to others. Intent to hurt or intimidate by physical contact or threats.

The above policy is that of the Community Center. Violation of Community Center Policy will result in dismissal from the program and loss of Community Center privileges as outlined in the building manual.

The above steps will be followed for most discipline problems. The Program Supervisor, Assistant Recreation Director and Recreation Director reserve the right to dismiss a child from the program upon their first offense if it is deemed serious enough. Examples would be if a child seriously injures another child or staff or if they bring weapons from home.