



ADVENTURE DAY CAMP PROGRAM POLICIES

Boardman Park Adventure Day Camp is committed to providing Recreation programs and most importantly keeping participants safe and healthy in a social, fun, and active environment.

All programs are subject to change, modification, and cancellation to attain those objectives. Each Camp Session has its own unique components and the Camp Director will be reviewing individual programs and identifying specific pressure points to make sure we keep program participants and staff safe and enjoyable. Parents and/or participants may receive additional instructions with guidelines as they pertain to their specific sessions. Thank you for everyone's support of Boardman Park and our commitment to quality programming.

Camp dates - Registration starts April 1- www.boardmanparkcamp.com

- 2026 dates
- Week 1-June 15-18 (off Friday-Juneteenth)
- Week 2-June 22-26
- Week 3- June 29-July 2 (Off July 3-Independence day)
- Week 4- July 6-10
- Week 5- July 13-17
- Week 6- July 20-24
- Week 7- July 27-31
- Week 8- August 3-7

Camp times:

- Regular: 9-3 pm (drop-off times 8:45-9:15 am and pick-up times 3:00-3:30 pm)
- 2 sessions of Extended Care for an additional cost of \$20 each session per week per child:
Session 1: 7:15-8:45 am and Session 2: 3:30-5:00 pm

Camp Cost:

- \$140 a week with multiple discounts available check out the website for the best offers www.boardmanparkcamp.com Early bird discount if registered before June 1!
- Camp will only be able to offer weekly registration (5-day a week sign ups) with no refunds due to missing singular days.

Camp Structure:

- 1 Staff will lead small (20 or fewer camper) groups of participants with 1-Counselor in training, meeting up with a stationary staff member at a set outside facility “Learning Zone”, keeping the ratio of 2:20 with 5 group rotations.
 - Participants will be led by the same Program Leader(s) and Counselor in Training for the entire week/session.
 - *Campers will be grouped by age:
 - Purple-Kindergarten
 - Blue-1st graders
 - Green- 2nd graders
 - Yellow- 3rd & 4th graders
 - Red- 5th & 6th graders
 - *Subject to change depending on attendance for the week
 - Campers’ ages will be 6-12, state guidelines require campers to be of “school-age”, they have to have finished Kindergarten.
 - Each section will last approx. 35 minutes

Camp Staff:

Recreation & Engagement Director: Karen McCallum

Karen McCallum is a proud resident of Boardman where she resides with her husband, Chris and their two children, Kelsey and Brayden. She was instrumental in the creation of Adventure Day Camp program in 2003.

Camp Director: Karen McCallum

Oversees daily management of staff and campers. Deals with any issues that arise during the day in conjunction with the Program Manager and Asst. Director.

Camp Administration Assistant: Jessica Havallo

Handles the administrative duties and assists where needed.

Camp Activities Manager: Ryan Babb

Assists in the daily management of Camp facilities and camper experiences.

Instructors: 5 Adult staff members will develop and implement educational and recreational activities for children ages 6-12. Camp Curriculum will have five aspects that will be taught by Recreation/ Education /Physical Education majors who specialize in one or more of the following:

- STEM
- Sports

- Creative Communication
- Arts & Crafts
- Jr. Naturalist

Group Leaders: 5 Young Adults will Lead and participate in educational and recreational activities for children ages 6-12. *Group Leaders* will be in charge of bringing the groups where they need to be and actively assisting programs led by Adventure Camp Instructors.

CITs-Counselor in Training Volunteers: these are participants who are 14-15 years old and who act as an aid to the camp staff.

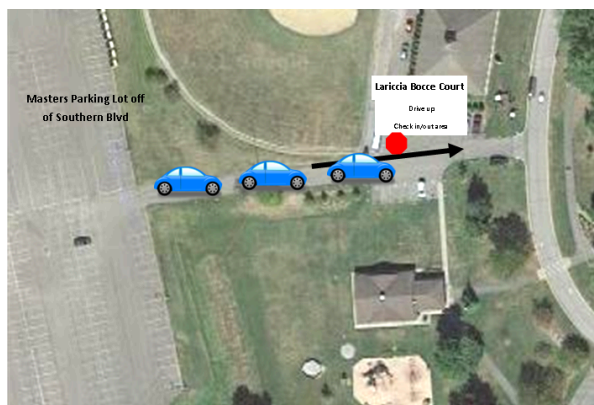
List of Supplies campers are asked to bring to camp on daily basis.

- Refillable Water bottle
- Lunch
- Wear comfortable walking shoes

Please mark the campers name on everything.

Note:

- **Whatever the campers bring in from home i.e. phones/ipads/air pods/balls/pokemon cards/books - the Park is NOT responsible for anything lost, damaged or stolen.**
- **All electronics must stay inside their bags during camp.**
- **We do reserve the right to take anything off the camper if it becomes a distraction and return it to the Parent at the end of the day.**



Check in/out Procedure:

- - A single point of entry for all programs will be established at all Adventure Day Camp programming sites during Summer 202. (See Diagram A)
 - **Step by step process:**
 - Parents will enter with their vehicle by way of Masters pavilion parking lot (off of Southern Blvd) going towards the Park's Main Drive.
 - Parents will stay inside their vehicle

- Same direction for both Drop-Off and Pick-Up

Lunch

- Campers provide their own lunch.
- While at lunch groups will be eating at their group designated tables which will be in the open air pavilion, Masters pavilion (seating capacity of 150).
- Campers are responsible for their own water bottle, and the drink station will be monitored by a camp staff member.

Attachment C - Sample Camp Schedule

Note: Used just as an example curriculum is subject to change

| Monday | | | | |
|---------------|--|----------------------|------------------------------|-----------------------------|
| 7:15 | Extended Care Drop-off | | | |
| 8:45 | Regular Camp Drop-off | | | |
| 9:15-9:45 | Morning Announcements | | | |
| 9:45 - 10:30 | Group activity - All Camp | | | |
| 10:30-10:45 | Snack & Restroom break | | | |
| | Creative Communication - Ex-Serviceman | Sports - Picnic Area | Junior Naturalist - Edgewood | Arts & Crafts - Bocce Court |
| 10:50 - 11:20 | GREEN | PURPLE | BLUE | RED |
| 11:20 - 11:25 | Walk to next session | | | |
| 11:25 - 11:55 | YELLOW | GREEN | PURPLE | BLUE |
| 11:55 - 12:00 | Drop Students @ Recess Location | | | |
| 12:00 - 12:30 | All Groups - Recess @ Masters | | | |
| 12:30 - 1:00 | All Groups - Lunch @ Masters | | | |
| 1:00 - 1:05 | Walk to next session | | | |
| 1:05 - 1:35 | RED | YELLOW | GREEN | PURPLE |
| 1:35 - 1:40 | Walk to next session | | | |
| 1:40 - 2:10 | BLUE | RED | YELLOW | GREEN |
| 2:10 - 2:15 | Walk to next session | | | |

Communicable Diseases:

All children will be observed as they enter the program for signs of Communicable diseases. Full-time staff are trained in the recognition of signs of communicable diseases. The following precautions will be taken for children suspected of having a communicable disease:

The department will immediately notify the parents or guardian of the child's condition. A child with any of the following conditions will be immediately isolated and discharged to his/her parent or guardian. 1. Diarrhea (more than one abnormally loose stool within a 24 hour period) 2. Severe coughing, causing the child to become red in the face or to make a whooping sound 3. Difficult or skin breathing 4. Yellowish skin or eyes 5. Conjunctivas 6. Temperature of 100 degrees in combination with any other sign of illness 7. Untreated infected skin patches 8. Unusually dark urine or gray or white 9. Stiff neck 10. Evidence of lice, scabies or other parasitic infection. Responsibility for the control of head lice falls on the parents or guardians, not the camp. Children can become infected at camp but the lice come from other children, not the camp itself.

A child with any of the following signs of illness will be immediately isolated from the other children, but not discharged without further observation or discussion with the parent. The child will be carefully watched for the addition of symptoms listed in the above section, and will be discharged from the program by decision of the Administrator and parent should these symptoms become obvious. 1. Unusual spots or rashes 2. Sore throat or difficulty swallowing 3. Elevated temperature 4. Vomiting

The Department will follow the Ohio Department of Health and Communicable

Disease Chart for appropriate management. A child isolated due to suspected communicable disease will be: 1. Cared for in a room or portion of a room not being used for other types of child care 2. With in sight and hearing of an adult at all times 3. Observed for worsening conditions 4. Discharged to parent or guardian upon decision of the program director or designee

The Ohio Administrative Code (OAC 3701-3-13[R]) states that a person with head lice shall be excluded from school or child care center until completion of first treatment of an effective pediculicide. The Camp Director will examine the child upon returning to camp, and then shall be checked three more times after 7 days, 10 days and 14 days for any recurrence.

Safety Policy:

All of the policies and rules established by the Department have been instituted to protect the best interest of the children enrolled at the camp. The following rules and the strict adherence of these by staff and parents alike are important in providing the safest environment for your children. No child will ever be left alone or unsupervised. Children must be escorted from their car to Master's Pavillion by staff. Children must be escorted from the camp each afternoon by a staff member who will sign them out in the daily log. All staff members will be trained in emergency First Aid procedures. Camp Staff has copies of medical and emergency treatment forms located at the Masters pavilion. Accident report forms will be completed and available to parents. Staff members will immediately notify the Recreation Director in charge of the program of suspected child abuse or neglect. Weather and other emergency plans are in the leader's handbook.

Discipline Policy:

Boardman Park Adventure Day Camp Behavior & Discipline Policy

Programs offered by the Boardman Park Adventure Day Camp 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 Camp Director or the Superintendent of the Park.

Camp Participants: Parent cooperation and involvement is vital to the successful implementation of our discipline policy. We ask the parents to read and discuss the rules and policies with 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 Boardman Park Adventure Day Camp 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.

Immediate Dismissal Examples:

- Any child who brings a weapon to camp (knife, blade, gun, explosive device, etc.) will be immediately removed from the program.

- Any child who seriously harms himself or another will be removed (physical and/or verbal abuse).
- Any child who makes a credible threat to hurt himself or others will be removed.
- Any child who verbally or physically abuses staff will be removed.
- Repeated Infractions

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 Camp Director. They will then be presented to parents for their review and signature.

Suspensions: The staff would like the program participants to have the best experience possible while participating in Park 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. At the time of removal, participants will also receive the following suspensions:

- **Minor Infraction:** (Threw fit, hands to self, not listening to counselor, breaking general program rules, not following directions, mistreating supplies, etc.): Call home. Loss of privilege which fits the infraction. (time off recess/activities) Incident documented and Incident Report sent home.*
- **Major Infraction:** (Hitting, biting, spitting, stealing, inappropriate gestures, profanity, being mean to others – harmful actions): Call home. Mandatory Immediate pick-up from

camp for that day and the following day. Determine length of suspension pending review of Park Directors. Monies paid for week(s) unattended will not be refunded. Incident documented and Incident Report sent home.

- **Severe Infraction:** (Possessing a weapon, threatening severe harm on others, assault of others/staff, etc.): Call home. Mandatory Immediate Dismissal from camp program for the remainder of the current scheduled season. Monies paid for week(s) unattended will not be refunded. Authorities outside of the Recreation Department may be called. Incident documented and Incident Report sent home.

Appeals: The Director may suspend a participant from the use of camp program, without an appeal, for a period of thirty (30) days. A participant that is suspended for more than thirty (30) days will be notified in writing within five (5) business days of the incident. The participant will have five (5) business days from the time of receipt of the notification to appeal the disciplinary action in writing stating why the individual should not be suspended. The appeal request must be sent to the Camp Director 375 Boardman-Poland Rd. Boardman, OH 44512. The Park's Executive Director and Camp Director will meet with the participant and the participant's parents to discuss the incident and appeal.

*Minor infractions will get expunged monthly, but Major/Severe will carry over throughout the camp season.

CANCELLATION POLICY:

- Canceling by Tuesday of the registered week, administration can transfer your registration to another week without penalty.
 - Requesting a full refund will result in a \$15 service charge.
 - Registrations not paid on time are subject to be dismissed from the camp list.
- ❖ Please contact Karen McCallum at 330-965-0482 or karen@boardmanpark.com with any questions, comments or concerns, her office hours are Mon-Fri 8-4pm