



Welcome Camp Guardians. We are glad you have chosen Noblesville Parks and Recreation to spend your summer activities. This guide is prepared to answer most frequently asked questions, to plan for weather, and emergencies within our camp.

Important Numbers:

Primary Camp Phone and Contact:

Cindy Knapp- Office- 317-770-5750
Cell- 317-316-1287

Secondary Contact:

Nichole Haberlin Cell 317-316-1288

Objectives for Forest Park Nature Camp:

- Explore nature through camper-led investigation of the natural environment in Forest Park and the world around them
- Use games, songs, and learning through inquiry based examination of our native plants, and animals
- Have loads of fun in the great outdoors!

Objectives for Dillon Park Sports and Games Camp:

- Participate in age appropriate active games and skills which complement weekly sport themes
- Learn sportsmanship while enjoying friendly competitive and non-competitive games and events
- Engage in fun athletic activities which foster a healthy lifestyle and life-long enjoyment of physical pursuits.

Objective for campers at both camps:

Campers make new friends in their small camper groups, practice cooperation within the perimeters of all camp activities, and develop respect for others and their surroundings, as modeled by our dynamic staff.

Camp Structure – Sports Camp/Forest Park Nature

Morning Schedule –

Dillon/Forest

- 8:45/9:00 Camper Sign-in
- 9:05/9:15 Group gathering together for daily instruction (10 min)
- 9:15/9:25 Weekly theme Time; Sports Pro/Site Directors (45 min.)
- 11:35/11:45 Group Closing Time
- 11:45/12:00 Guardians will sign-out each camper

Afternoon Schedule

Dillon/Forest

- 12:45/1:00 Camper Sign-in
- 1:00/1:15 Groups gathering for daily instruction (10 min)
- 1:10/1:25 Weekly theme Time; Sports Pro/Site Directors (45 minutes)
- 3:20/3:35 Group Closing Time
- 3:30/3:45 Guardians will sign-out each camper

- Camper Sign-in: Campers are responsible for signing themselves in with respective counselor at the picnic tables. Guardians, please inform check-in counselors if your camper will be checking out early or has any accommodation for the day.
- Group Gathering: All campers gather for announcements, songs, and/or warm-ups.
- Group Time: This is the majority of your day. Counselors lead the campers in your daily planned lessons and activities. There are times when you can combine with other groups.
- Group Closing Time: Come back as a group and gather all of the campers' belongings and reflect on what you did at camp for that day. Remind campers of anything they might need to know for the next day.
- Guardian Sign- Out: Every child must be signed out by an approved adult with a photo ID. At this time counselors will be giving reminders to guardians about the following day. Guardians, these moments with the counselor are very important, we ask that all cell phone are put away before checking out your child.

Preparing for your week:

- Adult Picture Identification are required for checkout- Please note we will not allow any camper to be checked out by any adult without an identification, even if the counselors know you are exactly who you say you are. This is to protect your children. We will send you home to get some form of picture identification to pick up your child.
- Remember to chat with counselors each day. They may have important direction for the next day such as a change in drop-off or pick-up due to weather, creek stomping, or splash parks.
- Campers should always be in comfortable clothing that can get dirty and by wearing gym shoes. No flip-flops.
- Please leave all electronics, phones, money, and toys at home.
- Remember to apply sunscreen and bug spray before campers arrive at camp. We will have back-up for re-applications.
- Campers will need a water bottle every day. Please place your child's full name on your water bottle. We will have water coolers for children to replenish their water bottles.
- Medications and early departures should be communicated at check-in each morning.
- We encourage children to be in their bathing suits and ready to get wet at any time.

Drop-Off and Pick-Up

Drop-off and pick-up locations could change due to weather. If there is a last minute change to the location a staff member will call, text and/or email the changes. Your weekly drop off and pick-up locations schedule will be handed to you each Monday. Drop-Off and Pick-up location vary due to the scheduled activity for the day such as creek stomping or Splash Park play time. Please verify with a staff member that we have the correct contact information.

Dillon Park: East Event Pavilion on Midland Lane off Cherry Tree Rd.

- Friday's Creek Stomping/Splash Park day- Drop off and pick up at Skate Park round-about
- Stormy Days- We may move drop off and pick up to Forest Park Lodge or Inn

Forest Park: Forest Park Lodge on Field Dr.

- Tuesday's Nature Haven/Potter's Bridge days- Maps and Directions will be given to parents at checkout
- Thursday's Spray Park Days- Pick-up moved to Forest Park Aquatic Center Circle Drive

Weather

Rain: Maintain a normal camp schedule

Thunder, Lightning, & High Winds: Must be inside shelter spaces

- Forest Park- Lodge Basement
- Dillon Park- Maintenance Basement
 - Severe Emergencies with no time to move camper- Nearest Restroom.

If the weather looks very severe before camp begins, or we have prolonged rainy or heat advisory days, Dillon Park Sports & Games Camp will be moved to the Lodge at Forest Park. Guardians will be notified by e-mail, text and phone by camp staff. When both camps meet at the Lodge, after sign-in in the foyer of the building, Dillon Camp will use the upstairs and Forest Camp will use the downstairs. Both camps may combine and use either space for large group activities/DVDs.

Snacks: All of our snacks meet the new USDA smart snack School Guidelines, produced in a peanut free facility and has zero trans fats.

- Cheez-It Whole Grain Crackers
- White Cheddar popcorn (Gluten Free)
- Big Bites Cinnamon Graham Crackers
- Fruit Snacks (Gluten Free)

Our Practices:

Emergency Action Plan:

First Aid:

- Recognize the incident
- First Counselor Response and provides care, Second Counselor removes other children
- In Sever emergencies, Second Counselor must also call Site Director over to the event
- Site-Director will call 911, calls guardians, contacts Cindy, Nichole, Mike and Brandon in a group Text about the emergency. Then assist first Counselor with camper.
- After EMS arrives, First Counselor and Site Director make sure parents are have been contacted, incident report has been filled out, and one of the emergency team has made contact with camp.
- Once camp session has ended; review what went well, what could be done better, and seek help if needed.

Active Shooter:

- Every morning review "Bad Wolf" with Children
 - "Bad Wolf"- Communication with campers each morning
 - Campers, if a counselors yells "Bad Wolf," we need you to run to (_____). Counselors or friendly police officers will come find you.
 - Campers, "Bad Wolf," means there is a stranger that we want to run away from.
 - Campers, We will never use "Bad Wolf" as a joke or to be silly.
 - Children must scatter and run to a new meeting place- Site Directors will choice each week making sure all children know how to get there.
- Counselors will also run trying to keep their eyes on as many children as possible.
- Once you have reached the meeting place-
 - Any counselor can call 911
 - Take attendance
 - Get in contact with Emergency Team- Cindy, Nichole, Mike, and Brandon
 - Keep children calm and assign new tasks:
 - Counselors staying back to play with children

- Counselors calling all the parents
- Counselors searching for missing kids
- If available Site Director- will coordinate with Fire, Police, and Rec emergency team
 - Any counselor can step into this role if Site Director is not available

Essential Guidelines for our Youth Programming:

General:

- Never allow yourself to be alone with a child. Make sure you are in sight or earshot of another staff member when with a child and/or your camper group.
- Do not allow any campers to sit on your lap or other campers laps
- Never touch a child anywhere a swimsuit would cover.
- Always wear your park staff shirt and name tag.
- Report any suspected abuse situations to site director
 - Site directors will contact Nichole and Cindy who will report it to the authorities.
- Do not allow unregistered participants in your program- use it as a marketing opportunity.

Restrooms/locker rooms:

- Counselors check restrooms first, before allowing campers into space
- Never be one on one with camper, use other campers and/or counselors of the same gender
- Inform other counselors before heading to the restroom
- Camper accidents must be communicated to parents at checkout

First Aid:

- Record all first aid and/or illness in the medical logbook with a pen.
- Record all incidents/accidents no matter how minor.
- Never leave a blank line in the medical log.
- Incident/Accident Reports need to be filled out any times you use the First Aid Kit, camper altercation, theft, or anything disrespect of camper, park property, or counselors.
- Use the incident book to record any serious behavior or other actions by a camper that requires intervention.
- Always notify the parents and the site director when you recorded in the incident book.

Developing Rules:

- Provide Structure: be consistent in your behavior and develop daily routines with you group. Briefly explain the daily objects with your group. Give examples for the planned activities and provide a moment for feedback. Accept suggestions, but do not allow the campers to dictate the routine or the schedule.
- Rules: Rules should be clear and firm. Be specific when outlining rules and directions to your group. Provide details on "what to do" as opposed to "what not to do;" the latter invites resistance. Once rules and guidelines have been established, enforce them consistently and fairly.

Children's Behavior:

Will be handled on an individual basis only. At no time shall counselors lecture a group as a whole. Identify campers that are not involved in the appropriate behavior and allow them to continue with activity. If a group lecture is warranted, counselors must get the site director to address the group. All group and individual incidents must be documented

Behavoir Plan:

Please be aware that we will quickly resolve all conflicts to keep your child involved in camp activities. On occasion, a break may be needed for campers to regroup. Parents will be notified of any serious or persistant problems we may have with your child. Staff will communicate with parents as much as we can. **We will try and praise when praise is due!**

Behaviour Steps for 2015:

- 1st Offense: Camper will receive a verbal warning from the counselor explaining the inappropriate behavior
- 2nd Offense: Campers continuing the same behavior that was addressed with a verbal warning will be reviewed again and added to the behavior log. Parents will be addressed at the end of the camp day.
- 3rd Offense: Campers will be removed from the activity and escorted to the an Site Director to discuss behavior choices with Site Director. At this time, phone calls to parents and behavior contracts with consequences will be drawn up and implemented for the camper. Campers may also find themselves having to help site director for a period of time rather than participating in the activities with their group.
- More than 3: If a child has more than three offenses in one day, parents will be called and asked to remove their child from camp immediately for the day.

Each day, campers will start off with a clean slate. However, any steps in the Behaviour policy can be skipped and a camper may be sent directly to the Site Director if the incident is severe. Parents may be called when the child is sent to the Site Director. Parents will be notified at the end of the camp day of any situations that may have occurred throughout the day with their camper. **Noblesville Parks and Recreation has the right to terminate the registration (without refund) for any child not abiding or conforming to stated Camp Behavior Plan.**

Dillon Full Day Camp Information

Dates:

- July 6-10
- July 13-17
- July 20-24
- July 27-31

Schedule:

- 7:15am Extended Care Check-in
- 8:45 Normal Camp Check-in
- 9:05 Gathering (10 min)
- 9:15 Weekly theme Time; Sports Pro/Site Directors (45 min)
- 11:35 Group Closing Time- Lunch for all day campers (30 Min)
- 12:05 Free Time (encouraging resting activities)
- 12:35 Team Building
- 1:15 Weekly theme Time; Sports Pro/Site Directors (45min)
- 3:20 Closing, Last Instructions, Designated plays space for check-out
- 3:30 Guardians will sign-out each camper, ID required, No Cell phones

What to pack:

- Sunscreen
- Water Bottle
- Lunch (no refrigerator)
- Bathing Suits
- Towels
- Plastic Bag for wet bathing suits
- Hat- Sunglasses (optional)