



## **SUNSHINE CAMP POLICIES & INFORMATION**

275 Beasley Drive, Versailles, KY 40383  
(859)873-5948

**Welcome to Sunshine Camp! Enclosed is a general information packet that will answer many of your questions about Sunshine Camp. Please read this information carefully and discuss it with your child prior to attending camp. At the end of the packet you will find a Camp Contract that must be signed by both the participant and a parent and returned to the Parks & Recreation Department prior to attending Sunshine Camp.**

**Don't forget, in order to register for camp, you must complete a Sunshine Camp Registration Form and return along with the \$35 enrollment fee per child to Parks & Recreation in order to ensure your child a spot at camp this summer. If you have any questions, please do not hesitate to contact the Camp Director, Shannon Centers at 859.873.5948 or [scenters@vwcparksrec.com](mailto:scenters@vwcparksrec.com)**

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### **Age & Enrollment Requirements**

- A. Camp is open to 5-12 yr olds. (Campers must be at least 5 yrs old before attending camp & cannot turn 13 before camp begins).
- B. All children must be toilet trained before they may attend.
- C. Pre-registration is required, which includes a Registration Form, non-refundable enrollment fee (\$35) and Family Behavior Contract signed by both a parent and the camper.

### **Age Appropriate Activities**

Campers are divided into groups based on age and will participate in activities that are appropriate for their group. Groups may also be divided further based on gender for more specific programming options.

### **Facility**

Sunshine Camp is located at the Field House located behind Falling Springs Center. Drop off and pick up will be at the Field House this summer, except for Fair Week (June 20-24), when pick-up will be in the lobby at Falling Springs Center.

Sunshine campers will have access to Falling Springs Center, which includes 3 basketball courts, an indoor pool and an outdoor splash pool, as well as the football field, baseball/softball fields, tennis courts, cross-country trails and other recreational facilities located at the County Park.

### **Camp Staff**

Camp staff are carefully screened and selected for their level of enthusiasm, ability to work well with children and good judgment. All camp staff must pass a drug test and a background check and will be CPR & First Aid Certified.

### **Youth Camp License**

Sunshine Camp is licensed as a youth camp by the Woodford Co. Health Department. Sunshine is not a licensed Day Care and campers are not eligible for state aid.

### **Swimming**

Campers are scheduled to swim on Mondays, Tuesdays, Wednesdays and Thursdays unless there is a scheduled field trip or there are weather related issues that make swimming unsafe.

### **Field Trips**

Field trips are a part of the camp experience each summer and are covered by camp fees. Details on field trips will be posted as they become available.

## **Food**

Campers must bring their own lunch to camp daily unless otherwise posted. Breakfast and a snack are provided daily for all campers. Food allergies must be clearly identified on your child's registration form to avoid problems when breakfast and snack are served.

**What to Bring to Camp:** Campers should bring the following items to camp every day: gym shoes, swimsuit, towel, lunch & sunscreen. ***DO NOT SEND YOUR CHILD TO CAMP IN FLIP-FLOPS OR SANDALS!***

***\*Note regarding sunscreen:*** Application of sunscreen is very important in order to ensure the safety of your child, as well as a fun summer...sunburns are dangerous and are no fun! We ask that parents apply sunscreen before bringing children to camp each day. Camp staff will re-apply sunscreen during the day as needed and when the campers go swimming. ***Children must provide their own bottle of sunscreen and it should be clearly marked with the child's name.*** If your child does not have sunscreen, they will not be permitted to swim. ***PLEASE READ AND SIGN THE SUNSCREEN POLICY & PERMISSION SLIP IN THE REGISTRATION PACKET.***

**What NOT to Bring to Camp:** Campers should not bring video/hand held games, cell phones, iPods or mp3 players, toys, money or other personal items. Sunshine Camp is not responsible for lost or stolen items. If a camper brings one of these items to camp, it will be confiscated and returned to the parent at the end of the day.

Children are permitted to bring money on select field trips. If they do bring money, please put it in a plastic Ziploc bag, clearly mark it with the child's name and the amount of Monday in the bag. When you drop your child off at camp, please give the baggie to the Registrar. Camp staff will hold on to all money and distribute it back to the camper at the appropriate time (campers are not allowed to keep money in their bags or lunchboxes). Camp staff will return unused money to parents at the end of the day when they pick their child up.

## **Procedural Guidelines**

- A. Campers must be signed in & out by a parent/guardian EVERY time he or she is dropped-off or picked up.
- B. Always be prepared to show a photo ID when you pick your child up. You will be carded until our staff members know who you are. Sometimes new staff will work the check-in/out table and they may not know you. Please be patient and provide the photo ID when they ask...they are only trying to protect your child.
- C. Children are not permitted to sign themselves in or out
- D. Children will only be allowed to leave with those individuals that are listed on their pick-up list.
- E. Please pick your child up on time. If you are consistently late or are over 10 minutes late, you will be charged a \$1 fee for every minute you are late picking your child up. (For example, 10 minutes late = \$10)
- F. Be aware of camp activities and outings and be sure to send your child to camp prepared to participate.

## **Illness or Injury Procedure**

- A. If your child is ill, please do not send him or her to camp.
- B. If your child becomes ill after arrival, you will be notified immediately and asked to pick your child up. If we cannot reach you, we will call the Emergency Contact listed on your child's registration form.
- C. Medication will be given to a child only with permission from a parent/guardian. All medication must be clearly labeled with the child's name, physician's name, name of the medication and the directions for administering the medication. **Children may not medicate themselves.**
- D. In case of injury, first aid will be administered immediately. The parent will be contacted, and if necessary EMS will be called.
- E. Parents are required to provide current contact information, including a mailing address and telephone number where they can be reached.

## **Payment Policy**

- A. Payments should be made IN FULL by 6 PM on the Friday **PRIOR** to the week your child will be attending camp. Payment will also be accepted in the morning when you drop your child off, however please note that **payment must be made in full in order for your child to attend camp. If you do not have payment, your child will NOT be allowed to stay.**
- B. Payments may be made at Sunshine Camp or at the Parks and Recreation Department Office located in Falling Springs Center. Cash, check, credit card and money orders are accepted.

- C. Sunshine is not a licensed day care & therefore doesn't qualify for state payments.
- D. Multi-Child and Multi-Day discount rates do apply. Children must be related and live in the same household in order to receive the discount.

**Weekly/Daily Camp Fees**

	1 Child	2 Children	3 Children	4 Children
1 Day	\$32.00	\$57.60	\$84.48	\$108.80
2 Day	\$56.00	\$100.80	\$147.84	\$190.40
3 Day	\$80.00	\$144.01	\$211.20	\$272.00
4 Day	\$103.00	\$185.40	\$271.92	\$350.20
5 Day	\$122.00	\$219.60	\$322.10	\$414.80

**Disciplinary Policy**

The primary purpose of discipline is to help the child learn self-control and to assume responsibility for his or her actions. Sunshine Staff employs the following disciplinary procedures:

- A. Re-direction—If a child is misbehaving staff will move his or her interest to a different area or activity
- B. Time out—Staff will move the child from the situation to a quiet area in order for him or her to regain control.
- C. Write a paragraph or essay on good behavior.
- D. Assist in clean-up duties.
- E. Loss of swim time or field trip privileges.
- F. Restraining a child by holding him/her is used in the rare situation that a child loses all control and is a danger to himself/herself or others. Parents are notified if this is necessary.

**Termination Policy**

Some situations create an unsafe environment for other campers, staff or the camper himself/herself. In these cases, immediate termination may be required. The following list includes some, but not all, behaviors that could result in immediate termination from camp:

- A. Physical violence
- B. Verbal Harassment
- C. Persistent Bullying
- D. Unauthorized departure from program

If your child displays these behaviors and/or behavior that camp administration feels is inappropriate, you will be contacted to pick your child up immediately and he or she will not be allowed to return to camp.



## Sunshine Camp...Committing To Our Expectations & Rules

Hello Parents & Campers! We hope you are very excited about this summer! To help us ensure a safe & fun summer, please take time to discuss the following points & the contract in the registration packet as a family. After your discussion, please show your commitment by signing and returning the contract along with your registration form.

### Camp Expectations

*(When discussing these expectations with your child, you may want to add emphasis, or explanation to the **bold and underlined** "discussion words" indicated below)*

- **Be Kind.** Do not tease others, fight, curse, bully, complain or gossip. Try and get along with everyone. Give compliments, share and be a **team player!**
- Always **show respect.** If you are unable to get along with someone or you do not like a particular activity, you may have to work extra hard to be courteous.
- **Listen and follow directions.** There are lots of new things to learn at camp. **Counselors** are a big help, so make sure to **pay attention** when they speak.
- Understand that you are a **role model.** Many campers will be younger than you and will look up to you. Behaving properly sets and great example for them!
- **Arrive unburdened.** Camp is great for meeting new people and trying new things! **Take a risk** and leave personal items at home. You'll be glad you did!
- Know the 4 things you can do if you get separated from the group while on a field trip:
  1. **Look for others** that are part of camp: they'll be wearing a camp t-shirt!
  2. **Look for a Camp Counselor:** They'll be wearing a camp staff shirt
  3. Go to the specified "**meeting location.**" A camp counselor will always be waiting here
  4. Find an **employee of the facility** we are visiting (it may be a concessions worker, ticket taker, tour guide, etc.)
- **Report everything.** Tell a parent or a trusted adult at camp about everything that happens when you are at camp. There should be **no secrets.** You can help in a big way just by telling someone if something happens at camp that makes you sad, scared or uncomfortable.
- **Help others** when they need it and **ask for help** when you need it!