

CONTACT INFO

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itallhappenshere.org
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Thank you for your support in making this a great summer! Please do not hesitate to contact us at any point if you have questions or concerns!

SUMMER CAMP

Federal Way Community Center

Parent Manual

Your comprehensive guide to ensure you and your child have a successful experience with Federal Way Parks and Recreation

Federal Way Parks and Recreation welcomes you and your family to our Summer Camp Program. We are looking forward to many new adventures, experiences and friendships. This manual will provide you with information about our program including our operating policies and procedures. Please take the time to review this information prior to the start of camp.

If you have any questions or concerns at any time, feel free to contact the Community Recreation Coordinator, Kimberly Ledyard at 253.835.6934 or kim.ledyard@cityoffederalway.com

**Federal Way
Community Center**
876 S 333rd St
Federal Way, WA 98003



Our GOAL

Our goal is to provide safe, fun and enriching summer day camp program for school aged youth. Weekly themes have been developed to guide your child through a week of fun, interesting and meaningful activities. Through active participation in the Federal Way Summer Camp, our staff fosters an environment for positive behaviors and habits for social, physical and emotional wellbeing. To make these goals a reality, the City of Federal Way employs qualified, compassionate staff members who have a fondness for children and will be a positive influence in their lives.

Enrollment and Registration

Enrollment:

The Summer Camp is open to children in grades K-8th.

Registration:

Summer Camp registration begins in March and will be available throughout the summer, as space allows. Camp registration can be done in person, on the phone or online at www.itallhappenshere.org

Registration is based on first -come, first-serve basis depending on space availability. At the time of registration—participant information is collected and Liability/Rockwall waivers are signed.

Payment Information, Fees and Refunds

Payment Deadlines:

Payments are run Monday morning (7 days prior to start date). The card that is charged is the one used in the initial registration. If the card on file needs to be updated, please contact Kimberly Ledyard at kim.ledyard@cityoffederalway.com

If payment is declined, you will be notified via phone call, email and/or at checkout. Accounts must have a 'zero' balance by Monday at 6:00PM (7 days prior to start date) or a late fee will be added. If payment is not made by Wednesday at 6:00pm (5 days prior to start date), your spot will be forfeited and given to the next person on the waitlist. Scheduled payments must be made by Visa or MasterCard.

Weekly Camp Fees:

Register *before June 1st* for early bird rate \$210 per week.

Register *after May 31st* for regular rate \$220 per week

\$45 Enrollment Fee is a annual summer camp fee that is non-refundable/non-transferable.

Weekly Deposits

K-2nd is limited to 40 campers per week.

3rd-4th is limited to 40 campers per week.

5th-8th is limited to 40 campers per week

For this reason, if you would like to reserve space for your child a \$50 deposit for the week (s) they are planning to attend is required up front. The weekly deposit is non-refundable and non-transferable. The deposit will be applied to your weekly camp fees.

Late Pickup Fee:

In the event you are going to be late to pick up your camper, please call the program cell phone 206.255.8706 to inform the camp staff. This courtesy call will not waive the late fee. There will be a late charge of \$1.00 per minute for children not picked up by 6pm and increased to \$2.00 per minute after 6:30pm. Payments for late-fees are due upon pickup. King County Child Protective Services will be called if a child is not picked up by 7:30pm.

Refunds as per Federal Way Community Center Policy:

*Withdrawals requested by 6:30am on the Friday prior to camp start date will receive a refund (less the \$50 deposit and \$45 enrollment fee).

*No refunds are issued beyond the 48 hour mark to start of program

Requests for refunds must be made in writing and include the name of the camper, camp date (s) and the reason for the refund request. Special circumstances, such as serious illness, injury or family emergency will be considered when processing refund requests. There will not be a discount or a refund for days missed. The weekly deposit is non-transferable and non-refundable.

Program Information

Program Hours:

Staggered drop-off (7am-9am) and pick-up (3:30pm-6pm) times for children. Carpool Lane drop-off and pick-up. During program hours campers will be taking part in activities based upon weekly themes and projects consisting of arts & crafts, recreation and physical fitness games, science and nature, field trips, swimming, rock climbing and other exciting activities.

Communication:

To ensure that we are providing the best possible experience for your child, we want to hear from you! Good or bad, as recreation leaders we want to communicate with you on any issue that may come up during the course of camp. PLEASE do not hesitate to talk with us or inform us about how best to interact with your children.

Check In/Out Procedures:

Staggered drop-off between 7am-9am via carpool lane. A staff member will meet each car to take children's temperature. Check-in via ePACT app to answer health questions prior to drop off. Staggered pick-up (3:30pm-6pm) via carpool lane. A staff member will accompany campers out of the building to check participants out. When checking child in or out of camp, staff will scan QR code from parent's ePACT app. If assigning another person to pick up, you will be able to create and send the additional pick up their QR code.

Lunch/Snack:

Parent is responsible for providing a morning snack and lunch each day. An afternoon snack will be served daily. Please specify any allergies on the enrollment form so we are aware.

Contacting Your Child During Program Hours:

Participants and program staff can be reached directly. If you have a message for your child, please call the program cell phone at 206-255-8706.

Sun Screen:

Please send your child with their own labeled sunscreen*. Ultimately it is the parent's responsibility to ensure that their child is covered with sunscreen prior to arriving at camp. Our policy is to remind and encourage campers to wear sunscreen whenever outdoors; however we will not be able to force children to wear it, so please encourage you child to apply sunscreen or to ask for assistance.

*Aerosol sunscreen works well for younger campers as staff can assist more easily in good application. It is a city policy not to allow employees to physically apply sunscreen to participants. Employees may show children how to apply sunscreen, but will not physically touch and rub sunscreen on participants.

Field Trips and Swimming Information

Field Trips:

At this time, field trips will not be offered. Per CDC guidance, activities and events such as field trips and special performances should be avoided.

When/If it is safe for camp is able to participate in field trips this summer, below is information regarding field trips.

Federal Way Day Camp field trips* are scheduled on Wednesdays unless otherwise noted. Field trips depart promptly at 9:00AM. Please make sure that your child is here on-time. We do not have alternative daycare for your child if they miss the bus departure time. Provided camp t-shirts must be worn on every field trip.

*Field trips are subject to change based on the safety of all kids. For example, weather conditions may result in changing a field trip to indoors (outdoor swimming trips may be cancelled due to inclement weather and other plans will be made).

Bus Policy* (contracted with First Student Charter)

Bus rules have been developed to ensure the safety of your child and other children while traveling.

- Campers must remain in their seats at all times.
- Open containers of food or drinks are not permitted on the bus.
- In addition, campers may not eat or drink while traveling in the bus.

Bus Policy (continued)

- Campers must maintain quiet conversations.
- Campers must keep their hands inside the vehicle at all times.
- Campers are not to make inappropriate gestures to passing motorists.
- Misbehavior on the bus may result in your camper not being permitted to attend the next field trip.
- Campers may be immediately dismissed if behavior threatens the safety of themselves, fellow campers, or staff.

*Busing policy could change due Covid. CDC recommends campers sit one per seat and spaced out.

What to Bring and Wear

To ensure your campers' safety, please send them in active play clothing each day. Children should wear closed toed shoes, such as sneakers, and clothing you feel adequately protects them from the sun and other elements.

Please provide the following:

- Participants should bring an extra set of clothes to store in their backpack in case they get wet or dirty.
- Participants should bring extra layers in case the weather changes (jackets, shorts, sweatshirts, etc.).
- Participants should come in closed toed shoes.
- Please send a backpack with your camper's name on it to hold camp belongings each day.
- Please be sure to apply sunscreen on your child each day before camp.
- Please mark all personal items with the child's name for easy identification. Clothing left at camp will be placed in the 'lost and found'. Unclaimed items will be donated on a weekly basis.
- Please bring a water bottle each day labeled with the camper's name.
- Campers will need to bring morning snack along with their lunch (if our snacks do not meet your child's dietary needs, please send extra snacks).
- Swimming or outdoor water play will happen daily, campers should bring a swimsuit and towel.

What NOT to bring:

- Please do not allow your child to bring toys and/or valuables (electronics included) unless special arrangements have been made with camp staff. Our facility and staff will not be held responsible for items that are lost, broken, or stolen.
- Toy weapons, knives, and guns are not permitted.
- Do not send money with campers, unless pre-approved by camp staff.
- Our programs do not permit our campers to play (unapproved) video games or chew gum during program hours.

* *Camp staff will not be responsible for holding any items that should not have been brought to camp.*

Illness and Medication Information

In the event of illness, parents must have alternate plans for childcare. Children not well enough to follow the day's routine (including outside activities) cannot attend the program. This includes, but is not limited to children with the following symptoms of illness:

- Fever
- Discharging Eyes
- Sore Throat
- Nausea, Diarrhea
- Active Rash
- Stomach Pain

If child becomes ill during program hours, a parent/guardian will be notified and asked to pick up their child. Parents should establish an alternate plan for their child if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday.

Contagious Disease

Parents are to inform a program supervisor IMMEDIATELY, when their child contracts a contagious disease (including but not limited to, hand, foot, and mouth, ringworm, chicken pox, conjunctivitis, mumps, measles, viral infections, lice and Covid19) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious disease may not return to our facility until the danger of infecting others is over.

Administration of Medicine

Staff are unable to administer medication to participants at any recreation program.

Injuries

Our staff will treat all minor injuries, and parents will be notified at the time of pickup. If the staff determines that the camper should receive medical treatment, a parent/guardian will be notified immediately.

Emergency Procedures:

In case of serious illness or injury, the following procedures will be used:

1. Administer First Aid/CPR
2. Call 911
3. Contact parent or emergency contact
4. Transport to nearest hospital (if necessary)
5. File accident/medical report

Behavior Expectations & Rules of Conduct

We are committed to providing a positive atmosphere that is safe and inclusive to all in our community.

Therefore, a camper code of conduct has been adopted to govern the actions and behaviors of campers participating in camps.

Camper's Expectations

- I will be courteous and respectful to the Camp Staff, visitors and other campers.
 - I will respect myself and the property of others.
 - I will leave rocks, sticks or anything else that is dangerous on the ground
 - I will be a good listener, will always use an inside voice while indoors and appropriate language at all times
 - I will not join in name-calling, bullying, hitting or non-cooperation.
 - I will always be in designated, supervised areas and stay with Camp Staff at all times.
 - I understand that Camp has a ZERO TOLERANCE POLICY for fighting, verbal abuse, physical abuse or "play fighting" at anytime.
 - Camp Program Staff reserves the right to immediately suspend or expel a participant who is a danger to him/herself or others.
- I will follow these rules on all field trips and outings.

Discipline Policy

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that govern our facilities, program/staff and the behavior of each child. The following procedures will be used when handling discipline situations:

First incident of continued disruptive behavior:

- A verbal warning will be issued and the child will be encouraged to continue playing.
- If the situation continues a time-out will be issued.
- The child will be asked to sit out from the group for a designated amount of time (typically their age in minutes) not to exceed 15 minutes.
- A staff person will talk with the child to try to gain a better understanding about the behavior, then informing them that the behavior is inappropriate and how we can work to resolve the issue.
- The child will resume play when the behavior is corrected.
- A parent/guardian will be notified of the situation and have a behavior/incident form to sign when they arrive to pick up their child.

If the situation/problem continues following the second time-out:

- A third time-out will be issued. The child will not return to the group. A youth program administrator will meet with the staff and the child to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be suspended for the remainder of the day's activities. The child may also lose field trip privileges for the week.
- Parents will be notified that further situations/incidents may result in a one-week non-refundable suspension from the program.
- A Staff-Parent conference will be required before the child returns to the program.

If the situation/problem continues following the one-day, non-refundable suspension:

- The child will be removed from the group.
- A youth program administrator will meet with the staff and the child to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be suspended from the program for five days.
- Parents/guardians will be notified that further situations/incidents may result in permanent dismissal from the program.
- A Staff-Parent conference will be required before the child returns to the program.

If the situation/problem continues following the five-day, non-refundable suspension:

- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be permanently removed from the program.

SUMMER CAMP FAQ

Do kids have to be dropped off at 7am?

No, we will be offering staggered drop-off between 7am-9am and staggered pick-up between 3:30pm-6pm via carpool lane. If drop off needs to happen outside staggered drop-off or pick up hours, pull up to front of FWCC and call camp cell phone 206.255.8706.

Do you offer partial weeks?

No, full week camp options are available.

Do you offer multiple child discounts?

No, we do not offer multiple child discounts. We do offer fee assistance if you apply and are approved, you would receive 25% off per week, per child. This can be done at the front desk. Fee reduction will not be back dated.

What is your staff to child ratio?

1 counselor to every 10 kids.

Can my child bring toys or Pokémon Card?

No, we ask that all toys and Pokémon cards are kept at home.

Are the day camp staff trained?

Yes, all day camp staff go through training on procedures, policies and best ways to handle discipline. All camp staff receive CPR, First Aid and Bloodborne Pathogen training.

SUMMER CAMP FAQ (continued)

What does a day of camp look like?

7am-9am Staggered drop-off: Kids will have options of board games, coloring sheets, minimal movement activities, etc. Backpack in designated group bin and lunch in designated cooler.

9am -3:30pm Kids are placed in cohorts based on the grades the kids will be going into in the fall.

Groups will rotate around the FWCC building doing activities, crafts, rock wall and swimming twice a week, and also visit Celebration Park.

3:30pm-6pm Staggered pick up: Kids active play or inside for a movie. You will receive a weekly newsletter with information for the week from the check in/out table and in ePACT app every Monday.

Can my kids bring their own workbooks and books to work on throughout the summer?

Sending personal belongings that could get lost or stolen are a risk some parents choose to take. Kids can read in the early morning before splitting into groups and again at the end of the day when all groups are back together. In general, personal belongings should be kept at home. The exception is educational reading material.

Do you accept DSHS money?

No, we are not a licensed childcare and cannot accept DSHS money. Families with foster children may look into Treehouse for sponsorship and funding.

What fees are due at the time of registration?

\$45 Non-Refundable Enrollment Fee (good for the entire summer and includes a camp shirt - shirts are picked up on the first day of camp)

\$50 Holding Fees (per week per child) to guarantee a child's space in camp - nonrefundable and nontransferable
The remaining balance is due the Monday prior to attending camp. If not paid, a late fee of \$10 will be added to account. If payment or arrangements have not been made by Wednesday, child will be withdrawn from program.

How do I register my child for camp?

Go to itallhappenshere.org - click register - using your "member log in" to sign into your account - Search for the camp to register for and add it to the cart.
Comprehensive directions can be found online at itallhappenshere.org/programs/camps/#summercamp