

# ALICE NOBLE

## SUMMER CAMP 2011



# PARENT HANDBOOK

### **ALICE NOBLE ICE ARENA**

*851 Oldman Road*

*Wooster, OH 44691*

**Phone:** *(330) 345-8686*

**Fax:** *(330) 345-5014*

[www.nobleice.com](http://www.nobleice.com)

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**CAMP DIRECTOR:** *Penny Vanata*

**ASSISTANT CAMP DIRECTOR:** *Jeremy Marcum*

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**If you have any questions or concerns with any of the information provided in this handbook, please feel free to contact us at the Alice Noble Ice Arena 330-345-8686. For another copy of the handbook please see a Camp Counselor or visit our website at [www.nobleice.com](http://www.nobleice.com).**

## Welcome Letter

April 2, 2011

Dear Parent/Guardian

Thank you for choosing the Alice Noble Summer Camp for your child. It is our sincere hope that your son/daughter will have fun, make new friends, enjoy new experiences, and have a great summer at our camp. It is the philosophy of the Alice Noble Summer Camp program to provide each participant a safe, nurturing, and educational environment during the summer months. Our camp will be in operation from June 6, 2009 to August 14, 2009 (*10 weekly sessions*). Your child is welcome to attend as many days or weeks as he/she chooses.

It is important that your child comes to camp dressed appropriately and ready to participate. Our staff understands that every activity may not be enjoyable to every child, but we do ask for your child's cooperation and effort. We have countless games, and activities planned for this summer and truly expect that each child will leave our camp with memories and a lasting impression. In order for a child to actively participate and be comfortable throughout the day we ask that your child dress appropriately. Because of the nature of our activities, flip flops should not be worn. Starting July, every child will have the opportunity to ice skate at least once a day, it is important that your child has socks to wear. Since the rink can be cold even on the warmest days, a light sweatshirt is a good idea as well. Each child should also bring a swimsuit and towel each day as they will have the opportunity to swim or a water activity at the Ellen Shapiro Natatorium. All individual clothing should be carried in a back pack or bag which will be stored when you arrive each day.

If you have any questions or concerns please do not hesitate to contact me at 330-345-8686

Sincerely,

*Penny Vanata*

CAMP DIRECTOR

pvanata@nobleice.com

### **Payment Schedule**

Payment is due in full at the beginning of each week. You will receive a statement of days attended as well as pre and post camp charges. If your child doesn't attend the full week of camp, a credit balance will be carried over to the following week.

### **Overtime Charges**

A \$5.00 per 15 minute late fee will be charged for any campers picked up after 6:00 PM. Late fees must be paid by Friday of the same week in order for your child to return to the camp the following week. We ask that all parents contact the arena, if they are planning on picking up their child later than the normally scheduled time.

### **Days of Operation**

The Camp operates Monday - Friday, with the exception of holidays. Camp is scheduled to begin on June 6, 2011 and operate until August 12, 2011. Parents will receive one week's notice of any field trips or off-site programs.

### **Daily Schedule & Fees**

- |                    |                    |                                 |
|--------------------|--------------------|---------------------------------|
| - Camp Hours:      | 9:00 AM to 4:00 PM | \$125.00Week                    |
| - Pre Camp Hours:  | 8:00 AM to 9:00 AM | \$25.00 week or \$5.00 per day  |
| - Post Camp Hours: | 4:00 PM to 6:00 PM | \$50.00 week or \$10.00 per day |

### **Communicable Disease Policy**

The arena has the following policy on the recognition and care of children with communicable diseases. Children will be discharged from camp for any of the following symptoms: diarrhea, severe coughing, difficult or rapid breathing, yellowish skin, or eyes, conjunctivitis, temperature of 100 degrees taken by auxiliary method, when in combination with any other signs of illness, untreated infected skin patches, stiff neck, sore throat or difficulty swallowing, vomiting, unusually dark urine, or the presence of parasitic infections such as lice or scabies.

Children showing signs of illness will be separated from the other children and parents will be called to come for them. When all symptoms are gone or with a note from a physician stating your child is free from communicable disease, children may return to camp.

Children needing medication during the program time must have a physician's note and medication must be in the original container, stating the amount to be given. A permission note with instructions signed by parent is required prior to administering medication.

## Safety Policy

The staff to child ratio is 1:10. No child will be left alone or unsupervised at any time except when:

1. Children may run errands inside the building or use the restroom singly if the restroom is designated for the camp only, or in groups of six or less with permission of camp staff.
2. School age children, fourth grade and older, may be within sight or hearing distance of a staff member as long as the children are inside the building and they are engaged in a safe activity.
3. Any child that is involved in an activity and the activity is located in the same building as the program, may participate with written permission from the parent or guardian.
4. Any child walking to or from the camp must have written parent approval.

The Alice Noble Summer Camp Program will not abuse or neglect any child and will protect children from abuse or neglect while the children are in the camp's care.

Camp employees suspecting that a child has been abused or neglected will notify the Camp Director or Assistant Camp Director immediately and the local public children's services agency will be notified.

Release of a child to anyone other than a parent or guardian, must be listed on the camp registration form. If there are any changes to be made to the registration form, parents are required to provide these changes in writing to the program, prior to the child being picked up. In case of an emergency, parents must speak directly to the Camp Director.

## Withdrawal Policy

Children may be withdrawn from the program at any time. When withdrawing your child from the program, no refunds will be issued, only credits. Notice of withdrawal must be given 24 hours in advance or in the case of illness, a medical notice by a physician upon return to the camp.

## Camp Attire (Dress Code)

It is important that your child comes to camp dressed appropriately and ready to participate. The children will be participating in games and activities throughout the week, so appropriate dress would include shorts, t-shirts, socks, and gym shoes. Because of the nature of our activities if at all possible, flip-flops should not be worn. Every child will have the opportunity to ice skate at least once each day starting in July. It is important for every child to have socks when skating. Failure to have socks will result in a child not being permitted to ice skate that day. Since the ice rink can be cold even on the warmest days, a light sweatshirt is a good idea as well. Each child should also bring a proper fitting swimsuit and towel each day as they will have the opportunity to swim at the Ellen Shapiro Natatorium. All individual clothing should be carried in a back pack or bag which will be stored in the camp room when you arrive each day. Campers must take home their bags home each day. Parents should be warned that any clothing left in the room will be donated to Goodwill, the week after camp concludes in August.

## **Emergencies & Accidents**

The arena will take the following action in case of an emergency or accident: Children will be transported to the source of emergency medical or dental care by parents when possible, camp staff will transport when necessary. In an emergency, children will be transported to the hospital by emergency vehicles.

In the event of an accident or injury or any other incident that necessitates the administration of and/or the emergency transportation of a child, the camp staff will complete an accident report, and after a parent signature has been obtained a copy of the report will remain on file for a period of up to one year.

## **Discipline (Camp Rules)**

The philosophy of the Alice Noble Camp Program is to give each child a safe, nurturing environment during the summer. Each staff member shares the same values, and expects the same from each child.

### **To be caring**

help counselors and other camp participants.

### **To be honest**

with each other, parents, and the staff.

### **To be respectful**

of themselves, others, and the facilities.

### **To be responsible**

participants of the camp program, so that everyone has a memorable and enjoyable experience.

If a child does not obey the basic rules, the following procedures will be taken (***THREE STRIKES AND YOU ARE OUT***):

1. When a child refuses to follow the basic rules, is disruptive, not listening to the staff, or disrespectful to other children or staff, they will receive a warning and may be given a time out. Parents will also be notified when the child is picked up from camp.
2. The second time a child has to be disciplined, the parents will be notified immediately, and the child will be put on probation. They will not be permitted back to camp without the parent/guardian bringing them back and talking to the Camp Director and/or Assistant Director.
3. If a child continues to be disruptive and unresponsive to the previous actions, the parents will be notified and the child will not be permitted back to camp. Money paid in advance for future sessions will be refunded. The unused portion of that current week will not be refunded.

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Our Camp staff is here to help and support the children, and their top priority is to offer each child a safe, enjoyable, educational camp experience.

At no time will discipline be physically or verbally abusive. All discipline will be developmentally appropriate, with praise given for positive behaviors

## **Pre & Post Camp Supervision**

### **a. Pre-Camp Supervision**

All children attending the morning program must be accompanied into the Arena by a parent or guardian who will sign that child in.

### **b. Post-Camp Supervision**

All children attending camp must be signed out by the person picking them up. A sign out sheet will be posted at the registration table each day. Parents **MUST** sign next to the child's name and write the time they picked their child up from camp. No child will be released to anyone not on the registration form unless prior notice has been given in writing or by phone to the Camp Director. All attempts will then be made to contact parents and ensure your child's safety. In the event that we cannot contact the parent/guardian, we will then attempt to reach the persons listed on the registration form. If we have not reached a party that can assure the safety of your child, we will then be required to contact the Wooster City Police Department.

The Camp staff has immediate access to walkie-talkies and cell phones at all times in operation. Fire, emergency, and weather alert plans are posted in the facility. Campers will be instructed on the correct manner when dealing with dangerous situations.

## **Food**

Breakfast is included in our pre camp program; lunch is included for all day campers. The concession stand will be open for a short time if students would like to purchase an additional treat. Snack is provided for all post camp students.

## **Transportation**

Transportation to and from the Alice Noble Summer Enrichment Camp must be provided by a parent or guardian. Information will be provided prior to any field trips the camp may attend. Permission for field trips is given by each parent under the Registration Form area marked "Program Waiver & Field Trip Permission Statement".

When campers are transported for a field trip or routine camp trip off arena premises, their safety will be the first priority. To assure this, the staff will be in compliance with staff/child ratio. Also, each child will be put into a group where a staff member will be responsible for their care. Attendance will be taken after reaching the destination and again upon return of the trip.

## **Parent Participation**

Parents should feel free to stop in and visit with their child at any time during camp hours. Parents with specific concerns for their child(ren) may contact the Alice Noble Ice Arena at (330) 345-8686 to schedule a meeting with the Camp Director and/or Assistant Director. Important matters that need immediate attention should be brought to the Camp Director's attention during normal Summer Camp hours (9:00 am – 3:30 pm). A conference about the progress of your child(ren) may also be scheduled by contacting the Alice Noble Ice Arena.

