



Avon Lake Recreation Summer Camp 2025 Camper Handbook

Welcome to our Summer Day Camp! We are excited to have you join us for an unforgettable summer filled with adventure, learning, and fun. This handbook provides essential information to ensure your child has a safe and enjoyable experience. Please read through it carefully and refer to it throughout the camp season.

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1. Camp Overview

Welcome to Avon Lake Summer Camp where campers explore, create, and thrive! Our mission is to provide a safe, fun, and enriching environment where children can build friendships, learn new skills, and develop self-confidence. We offer a variety of activities including arts & crafts, sports, swimming, nature walks, team-building games, and more.

2. Camp Dates and Hours

Week 1: June 16 - 20 **Paws, Hooves, and Claws: Animal Planet Week!**

Week 2: June 23 - 27 - **Teamwork and Triumph: A Sports Adventure!**

No Camp the week of July 4th Happy Holiday!

Week 3: July 7 - 11 - **Galactic Wonders & Mind-Bending Marvels!**

Week 4: July 14 - 18 - **Christmas in July: Holiday Cheer Under the Sun!**

Week 5: July 21 - 25 - **Soak Up the Fun: Water Week Celebration**

NEW Camp Location:

The Anchor Recreation Center - 33483 Lake Road, Avon Lake

Camp Hours:

9:00 am - 4:00 pm, Monday through Friday

Drop Off: 8:45 am - 9:15 am

Pick Up: 3:30 pm - 4:00 pm

Extended Care Options: (pre-arranged, additional fee will apply):

Early Drop Off: 8:00 am - 9:00 am, \$20 per week @ The Anchor Recreation Center

Stay & Play: 4:00 pm - 5:30 pm, \$25 per week @ The Anchor Recreation Center

Meet & Greet:

Monday, June 6th at 6:00 pm The Anchor Recreation Center - 33483 Lake Road, Avon Lake. Parents and guardians are encouraged to attend with their children. Meet the summer camp teachers and staff, learn about camp and get your camp t-shirts. If you cannot attend, your child will receive their shirts on the first day of camp.

3. Daily Schedule

8:00 AM Those registered for Early Drop Off are permitted to sign in their child with a staff member. If you arrive earlier than 8:00 am on any day, please be prepared to wait.

8:45 AM All camp staff will be available to receive campers registered for the regular camp day at The Anchor Recreation Center - 33483 Lake Road.

9:00 AM Camp Begins At 9:15 am, the staff will begin a Team Meeting for all campers, so we ask that you ensure your child is at camp by this time. Campers will not be permitted to be dropped off once camp leaves the building for the day (typically around 10:00 am). If you require special arrangements, please speak with a counselor in advance.

3:30 PM Campers and staff will begin pick up in front of The Anchor.

4:00 PM All campers must be picked up by this time, unless you are registered for Stay & Play (Pickup by 5:30 pm).

Late Policy:

Late drop off, after 9:15 am, is strongly discouraged due to our schedule. Tardiness impacts the flow of camp and can upset other campers. Campers that are perpetually late may not be allowed back to camp. Once camp has left The Anchor for the day, campers will not be allowed to join camp.

The Avon Lake Recreation Department's late pick-up fees are as follows: A \$5 late pick-up charge, plus \$1 for each minute late will apply after 4:00 pm (5:30 PM for those who select Stay & Play). For example: if a parent arrives at 4:01 pm, a \$6 late fee will be applied. *Fees must be paid prior to the start of the next camp day for your child to return to camp.* A no-exceptions policy allows us to apply the late policy to everyone consistently and fairly.

Campers will only be permitted to be picked up by parents/guardians and those individuals listed at the time of registration. For safety purposes, photo identification may be requested for verification purposes.

Attendance:

If your child will miss camp or be late to camp, we ask that the parent/guardian call the camp phone to notify the staff or use the Remind app. Please do not send your child to camp if they are ill and/or have a fever. If a child becomes ill during the day, the staff may contact the parent/guardian and ask them to pick up their child from camp. If your child has a contagious condition, we will need a doctor's note that they are cleared to return to camp.

FIELD TRIP DAYS: If a child is late to camp and misses the field trip bus, they will not be permitted to attend camp that day.

4. Camp Policies Health and Safety

Illness and Injury: If your child is sick or injured, please notify the camp immediately. Children who are not feeling well or have a fever should stay home. Illness or injury that occurs during camp will immediately be reported to the parent/guardian. We have trained staff on-site to handle minor injuries, but more serious injuries will require emergency medical assistance, and emergency services will be contacted.

Medications: All medications must be administered by a parent or guardian before camp hours unless prior arrangements are made. If a child needs medication administered during the hours of camp, a physician's signature is required. Parents will need to fill out the Physician & Parent Authorization for the Administration of Medicine form.

Food Allergy Policy

We understand that food allergies are an important health concern, and we are committed to providing a safe and supportive environment for all of our campers. While our camp is not a nut-free environment, we take precautions to minimize the risk of allergic reactions and to ensure all campers can enjoy their meals safely.

A. Nut-Free Eating Area

- **Designated Nut-Free Zone:** We will create a nut-free eating area for any campers with nut allergies. Campers with nut allergies will be assigned to this designated space to minimize exposure to nuts and nut-containing products during mealtimes.

B. Food Labeling and Communication

- **Parent Responsibility:** It is essential that parents inform us of any food allergies (including nuts) on the camper's health form prior to the start of camp. This allows us to make appropriate accommodations.
- **Clear Labeling:** Please ensure all food sent with your child is clearly labeled with your child's name and any allergen information.

C. What We Can't Guarantee

- **Cross-Contamination:** While we will make every effort to minimize exposure, we cannot guarantee a completely nut-free environment across the entire camp. Some areas, such as kitchens, snack areas, or field trips may encounter nut products.
- **Food Brought from Home:** Parents are strongly encouraged to pack allergen-free meals and snacks for their children. However, we cannot ensure that other campers' lunches or snacks are free of nuts, and cross-contact may occur in shared spaces.

5. Emergency Response

- In the event of an allergic reaction, our camp staff is trained in first aid and CPR, and we have emergency procedures in place. If your child is at risk for a severe allergic reaction (e.g., anaphylaxis), please make sure to provide the camp with an epinephrine auto-injector (e.g., EpiPen) and complete the necessary medical forms.

By working together, we can help create a safe and enjoyable experience for all campers. If you have any concerns or questions about food allergies or our policies, please do not hesitate to contact us prior to camp.

Behavior Expectations

We aim to foster a respectful and cooperative camp community. All campers are expected to:

- Follow directions from staff
- Show kindness and respect to fellow campers and staff
- Participate in activities and be good sports
- Use appropriate language and behavior
- Inappropriate behavior may result in a meeting with parents or, in extreme cases, removal from camp.

Behavior Management:

At the City of Avon Lake, we are committed to maintaining a safe, respectful, and positive environment for all campers, staff, volunteers, and visitors. To ensure this, the Avon Lake Recreation Department has established clear behavior expectations and a discipline policy. We ask that everyone involved in the camp experience—campers, parents, and staff—work together to uphold these standards.

Inappropriate behavior, including but not limited to physical fighting, bullying, sexual harassment, disrespect towards authority, and possession of alcohol, drugs, tobacco products, pornography, or any items that may be considered weapons, will not be tolerated.

Please note that **there will be no refunds** for missed camp days due to behavior-related issues.

Discipline Steps:

- **1st Offense:** Parents will be contacted, and the camper may be asked to leave for the day. They will be required to stay home for the remainder of that day.
- **2nd Offense:** The camper will be sent home and excluded from camp for the rest of the week. If this occurs on a Friday, the camper will miss their next scheduled day of camp (e.g., the following Monday).
- **3rd Offense:** The camper may be excluded from future camps and will no longer be eligible for participation in Avon Lake Recreation Department programs.

Additional Notes:

- **Exclusion from Future Camps:** The Avon Lake Recreation Department reserves the right to exclude a camper from all current and future camps after a review by camp staff and the Recreation Director.
- **No Refunds:** Parents/guardians will not receive a refund for registration fees if their child is removed from camp due to disciplinary reasons.
- **Post-Camp Violations:** If a camper is found to have violated the discipline policy after the camp season ends, they may be prohibited from attending future sessions or camps for the remainder of the year or subsequent years.

We kindly ask that parents and guardians assist our camp staff in maintaining a positive camp experience by reporting any violations of this policy directly to the Recreation Director. Your partnership helps ensure that all children enjoy a safe and enriching experience at Avon Lake Summer Camp.

5. Packing List

Camp is held primarily outdoors. Children are to wear appropriate clothes to camp, including socks and tennis shoes as there is lots of walking throughout the day. For the safety of all children – sandals, Crocs, and flip-flops are not permitted. Each camper should bring a backpack with: **(Please label everything)**

- **Backpack** (labeled with your child's name)
- **Reusable Water bottle**
- **Sunscreen** (applied before camp and re-applied as needed by your child)
- **Hat or cap** (for sun protection)
- **Towel** (on Pool Days Tuesdays & Thursdays or as directed for other activities)
- **Swimwear** (appropriate for water activities)
- **Camp T-shirt with comfortable clothing** for physical activities that you do not mind if they get dirty, muddy, and wet.
- **Closed-toed shoes** (preferably sneakers)
- **Lunch and afternoon snacks** (in a clearly labeled bag) Note: Refrigeration is not available for lunches.
- **Bug Spray** (optional)
- **Optional:** Extra change of clothes

Please note: Items like electronics, toys, and valuables should be left at home.

The camp counselors will have a cell phone, and the number will be provided to parents. The camper can have a teacher make a

call to parents if needed. If a child brings any prohibited items to camp, the item will be confiscated and returned to his/her parent/guardian at the end of the day. These items are banned to eliminate any disruptions and safety concerns that may arise from their use.

Camp T-shirts:

For the safety of all participants, *campers are required to wear their camp T-shirt every day.* Each camper receives 1 camp shirt per week registered. The T-shirts are dri-fit and should be worn in the pool as well. Additional T-shirts can be purchased for \$10 each while supplies last.

6. What to Expect

Your child will experience a variety of activities throughout the week, including:

- **Outdoor adventures:** Nature walks, scavenger hunts, and environmental education
- **Arts and Crafts:** Creative projects that let kids express themselves related to the weekly theme
- **Sports and Games:** Fun team-building activities, swimming, and friendly competitions
- **Field Trips:** Weekly field trips are planned to support the theme, typically twice a week.

7. Communication with Parents

We believe in open communication with parents throughout the camp season. Here's how we keep in touch:

- **Daily Updates:** You will receive updates of your child's day through our app.
- **Parent/Staff Meetings:** If there is a specific concern or question, feel free to reach out to the camp director.
- **Emergency Contacts:** In case of an urgent situation, you will be contacted immediately.

8. Field Trips

- Field trips are an exciting part of our camp program! Field trips will take place each **Wednesday and Friday** during camp and are included in the price of camp. Transportation is by Avon Lake City School bus.
- Orange camp t-shirts must be worn for each field trip. If the t-shirt is not worn, a new one will be provided, and your account will be charged accordingly (\$10 each).
- Should your child not attend a field trip for any reason, we cannot issue you a refund. Final camper counts are sent out to the organizations we visit well in advance. Additionally, if you opt out of a field trip, you will not be permitted to attend camp that day as all staff attend every field trip.

9. Pool Policies

Our camp offers a fun and refreshing swimming experience, and safety is our top priority. Weather permitting, we will be going to the pool on Tuesdays and Thursdays. For the safety of all children, our staff and all campers will be in the water, and we will group them with children of similar abilities to keep them in the correct area of the pool.

Please review the following pool policies to ensure a safe and enjoyable time for all campers:

A. Swimming Levels

Swimming Assessment: To ensure that each camper is placed in the appropriate swim group, parents are required to indicate their child's perceived swimming level when completing the camper packet. Campers will also undergo a swimming assessment to confirm their ability level. This dual approach helps us verify their skills and assign them to the swim group that best suits their comfort and safety in the water.

Swim groups will be based on the following levels:

Beginner: For campers who are just learning to swim or are not yet comfortable in deeper water.

Intermediate: For campers who can swim in shallow to mid-depth water but may need assistance in deeper sections.

Advanced: For skilled swimmers who are comfortable in the entire pool, including the deep end.

This assessment ensures that all campers are in a safe and appropriate environment during pool activities. Campers identified as 'beginner' will receive a wristband before entering the pool area. This must be worn at all times for easy identification of beginner swimmers for counselors and lifeguards.

B. Lifeguard Supervision

- The pool will always be supervised by certified lifeguards, in addition to camp counselors who are trained in CPR and first aid.
- Lifeguards are responsible for maintaining pool safety, but campers must always follow counselor instructions and pool rules.

C. Behavior in the Pool

To ensure the safety and enjoyment of all campers, we ask that everyone follows these pool behavior guidelines:

- **No Rough Play:** No pushing, dunking, or horseplay in or around the pool.
- **Stay in Designated Areas:** Campers must stay in the areas of the pool assigned to their swim group. The deep end is only for advanced swimmers.
- **Quiet and Respectful:** Pool time is a fun but focused activity. Campers should remain calm and listen to the lifeguard or counselor when they are giving instructions.

D. Safety Gear

Swimwear: Campers must wear appropriate swimwear. No jeans, non-swimwear clothing, or loose-fitting attire is allowed in

the pool other than their camp t-shirt that should be worn over their suits. Swimsuits should be comfortable and suitable for active play.

No Jewelry: For safety reasons, campers should remove all jewelry (earrings, necklaces, etc.) before entering the pool.

E. Pool Breaks and Hydration

Scheduled Breaks: Breaks will be taken during pool activities to allow campers to rest, hydrate, and cool down.

Water Stations: Water stations are provided at the poolside to ensure campers stay hydrated.

F. Inclement Weather

If there is severe weather (lightning, heavy rain, or other conditions), the pool will be closed for safety reasons. Campers will be moved to indoor activities. Pool days will not be rescheduled.

G. Health and Safety Considerations

Health Screening: If your child is feeling unwell or has had a recent injury, please let us know. We will assess whether they are ready to participate in swimming for the day.

Swimmer Hygiene: Campers must rinse off before entering the pool to maintain hygiene. A quick shower is required before pool time.

No Swimming with Open Wounds: Children with any open cuts, rashes, or contagious skin conditions should refrain from swimming until cleared by a doctor.

H. Parent Responsibility

Informed Consent: By enrolling your child in camp, you consent to their participation in swimming activities.

Medical Conditions: Please notify camp staff of any medical conditions or concerns related to swimming (e.g., asthma, allergies, etc.).

We want every camper to enjoy their time in the pool while keeping safety at the forefront of all water-related activities. If you have any questions or concerns about our pool policies, feel free to reach out.

10. Staff Information

Our camp staff is composed of experienced professionals, including counselors, educators, and Counselors-in-Training. Each staff member undergoes background checks (18 & older) and has received appropriate CPR/AED training to ensure your child's safety and enjoyment. Counselors are typically assigned small groups to provide personalized attention.

11. Frequently Asked Questions

What happens if my child gets sick during camp?

We will contact you immediately, and depending on the severity, you may need to pick up your child.

Can I visit my child during the day?

For the safety and focus of all campers, we ask that parents refrain from visiting during regular camp hours unless there is a specific reason that is communicated to our staff in advance using the camp phone.

Do you have a payment plan?

We do not have a formal payment plan. The **non-refundable deposit of \$75** is due at the time of registration and final payment for all weeks is due **Tuesday, May 27th**. However, prior to that payment deadline, you are welcome to log in and make partial payments. When the full amount price auto populates in the payment screen, you can edit that amount to the payment you would like to submit at that time.

What if my child loses an item?

Lost & Found items will be kept at The Anchor Recreation Center. If items are not claimed by the end of the camp, they will be donated or discarded.

12. Contact Information

If you have any further questions or need assistance, please don't hesitate to reach out to us:

Recreation Director: Erin Fach

Email: efach@avonlake.org

Program Manager: Jacqui Hoffman

Email: jhoffman@avonlake.org

Recreation Office:

Phone: 440-930-4130

Email: ALREC@avonlake.org

We look forward to a fantastic summer filled with fun, growth, and memories that will last a lifetime! Thank you for choosing Avon Lake Summer Camp. Let the adventure begin!