

Dear Parent/Guardian,
Welcome to the **Kids Kamp** program!



The following information has been put together for the Kids Kamp Program, and to inform you and your child of the rules and expectations of the program. Please read through the information, and feel free to call the Parks and Recreation office if you have any questions at (515) 278-3963.

IMPORTANT THINGS TO KNOW...AND REMEMBER!

LUNCH: Bring a sack lunch **every day, Monday-Thursday**. We order pizza on Fridays . Please note: there is **NO** access to a cooler or microwave.

THURSDAYS: Bring your swimsuit and towel every Thursday for the Urbandale Pool for swimming.

WEATHER: The program is held RAIN or SHINE. In case of inclement weather, the program will be held inside Lions Park Shelter House. Drop off/pick up will still be at Lions Park Gazebo.

CLOTHING: Wear clothes you can PLAY in! Each participant will receive a Kamp T-shirt. Participants are encouraged to wear this shirt to the program. **Kamp t-shirts are required on field trip days.**

CHILD DROP-OFF: Parents must check in their child when they drop them off in the morning. (Do not just drop them off and drive away.) Drop off location is at the Lions Park Gazebo, 72nd and Prairie. There will be a check in list with the Program Supervisor.

If you have indicated upon registration that your child can walk/ride bike to Kamp, you **give permission for your child to check in and check out of the program themselves**. Your child will not be allowed to ride his/her bike during the program, or leave the program for any reason without notifying and checking out with the Supervisor. Once your child has signed out of the program, they are no longer under the supervision of Urbandale Parks and Recreation or any of its representatives. Urbandale Parks and Recreation employees are not responsible for the welfare of the child once they have signed out of the program.

“NO- CONTACT RULE”: There is a “no-contact” rule for the program. This means that contact (affectionate or physical) between participants is not acceptable and will not be tolerated.

MONEY: Parents may send money with their children on field trip days if they wish, but children will be responsible for carrying their own money. Supervisors are not allowed to hold or carry money for participants.

CELL PHONES: We encourage participants to leave their cell phone at home. If they bring them to the program, phones will be put into a basket upon check-in, can be checked over the lunch break, and then returned at the end of the day. If you need to reach your child during the day, please contact the Parks and Recreation office at 278-3963.

IN CASE OF ILLNESS: If your child is ill, and will not be attending on any specific day, please call the Parks & Recreation office at 515-278-3963 to let them know. If the participant becomes ill during the day, the parent/guardian will be notified. If they are unable to be reached, again the emergency contact person will be notified. The participant will need to be picked up immediately from the program if ill.

IN CASE OF INJURY: The safety of our participants is of great concern. If someone should get hurt, our staff is trained in CPR and first aid. In the event that your child is injured during any Kids Kamp activity, a concentrated effort will be made to contact the parents. If it is not possible to locate the parents, Urbandale Parks and Recreation staff will call 911 for medical care for your child and to admit my child to the hospital, if necessary. Parents are responsible for all expense incurred as a result of the injury.



MEDICATIONS: If the participant requires medication for health reasons, the supervisors of the program may administer it. In order for our staff to administer the necessary medication, you must send the medication in it's original container. Please indicate: 1) Name of medication, 2) Reason child needs medication, 3) Any side effects from this medication, 4) Dosage and how to administer medication. By filling out the information , you give permission for the appointed staff of Urbandale Parks & Recreation to administer medication to your child. You also agree that you will not hold the City of Urbandale, or any other cooperating agency liable in case of accident / injury / side effect resulting from the administration of this medication.

BEHAVIOR EXPECTATIONS: It is our intent that participants enjoy the activities planned by understanding that they are responsible for their choices and actions. With prior knowledge of our basic rules of safety and good conduct, each young person is made aware of how to exercise self-discipline and that we are here to help him or her resolve conflicts which may arise.

As in any group activity, the inappropriate behavior of a few individuals can spoil the experience for the entire group. In accordance with the severity of the incident and the number times an incident occurs, a participant may lose the privilege of participating in a specific activity, be suspended from the program or be terminated from the program. (NO PROGRAM FEE REFUND will be given if the participant is suspended or terminated from the program.) A conference will be held with the youth and his or her parent(s)/guardian to discuss the program behavior before suspension or termination from the program results. We will expect participants to be on their best behavior at all times. If discipline is necessary it will be as follows:

DISCIPLINARY ACTION PLAN

First Time: Warning will be issued and explanation of behavior problem will be provided.
Second Time: Offenders will be sat down for 10 minutes. Parents will be notified at the end of the day regarding problems which occurred.
Third Time: Parents will be notified at this point, and possible suspension from the program for the day, week or the remainder of the program.

Habitual problems throughout the week will be dealt with on an individual basis, depending on the severity of the behavior. If an action is deemed severe enough of, Kids Kamp Supervisors will have the right to suspend a participant on a first offense. If participant is suspended due to behavior problems, refunds will not be granted for that week.

We look forward to this year's program, and hope to make it an ongoing success!