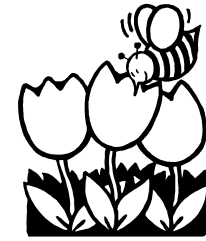
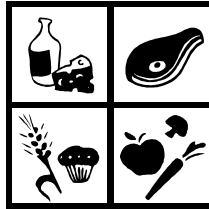


OAK RIDGE RECREATION & PARKS SUMMER CAMP 2011 POLICIES



FEES - Fees are due at the time of registration. A payment plan is available for those who qualify. Fees cover special events, crafts, snacks, field trip admission, transportation, pool admission, and a T-shirt. The weekly fee is \$85. A \$10 non-resident fee is charged where applicable.

FOOD FOR CAMPERS - Free sack lunches are made available to all camp children through the East Tennessee Human Resources Agency. The free lunches are available each day



except where noted on the schedule. Food counts must be called in to the agency by 9 a.m. Parents who want their child included in the lunch count should call ahead if they are going to be late. **Camp staff has no control of the menus that are served.** Children always have the option to bring a lunch from home. Please send non refrigerated lunches. Drinks may be brought from home or purchased from vending areas. Visits to vending areas, other than to purchase drinks for lunch, will be limited to outdoor pool time, only.

Vending drinks are \$0.75 for a 12 oz and \$1.25 for a 16 oz. A light snack will be provided each afternoon around 4:00. Other treats may be served as a part of an activity/event.

CLOTHING & PERSONAL ITEMS - Comfortable clothing should be worn each day. **Camp T-shirts must be worn on all field trips.** Children are required to wear appropriate athletic shoes for outdoors and gym play. Socks are required on certain field trips. **PLEASE! NO SANDALS, CROCS OR FLIP FLOPS EXCEPT IN POOL AREA.** The options of swimming at the Outdoor Municipal Pool will be offered to participants whenever scheduling and weather permits. If the child chooses to participate, he or she should bring swimsuit, towel, and sunscreen every day, since campers sometimes go to the pool even on field trip days. Parents who do not want their child to go to the outdoor pool on a particular day should inform the staff at check in.

Personal items should be labeled with the child's name and carried in a backpack or sports bag.

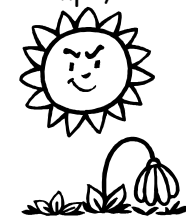
Personal toys and large amounts of

money are best left at home.

HEALTH AND EMERGENCY - Please make sure that the Recreation and Parks staff has been informed of any and all medical conditions and allergies from which your child may suffer. This is especially important in the case of bee stinging allergies, poison ivy, food or other allergies. The staff will authorize medical treatment in life-threatening situations. Parents or guardians will be informed immediately. A statement of consent to this policy must be signed by the parent/guardian at the time of registration.

All Recreation and Parks Department summer staff are certified in Child and Adult CPR and First Aid.

Due to the nature of the activities offered during the summer camps, participants will spend several hours a day outside. Every effort will be made to see that children are protected from excessive sun. Parents should see that sunscreen is applied to their child prior to the start of camp each day.



OVER 

The Camp staff will encourage children to re-apply sunscreen before going to the pool in the afternoon and will provide assistance as needed. Children who are extremely sensitive to the sun may need to have sunscreen applied more frequently. Children must bring their own sunscreen and will be encouraged to help take responsibility for applying it.

CAMPER'S ARRIVAL AND

DEPARTURE Camp children must be checked in and out by a staff member on entering and/or leaving the program facilities each day. A child may be released **only** to the person(s) named on his/her registration form. **All adults picking up a child should be prepared to show an ID.** If parents wish to make changes to their child's pick up list it must be done in writing. Regular hours for Camp are 9 a.m. - 4:00 p.m. Early morning care is available before camp beginning at 7:30 a.m. and after camp until 5:30 p.m. **Do not drop off your child before 7:30 a.m.** In case of an emergency that causes the parent to be late in the afternoon, please call ahead to inform the staff. Continued late pickups may result in penalty fees of \$1 per minute.

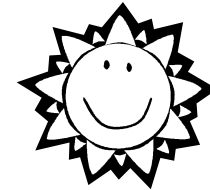
Departure times for field trips must be adhered to. Please do not be late on mornings when a trip is planned. Every effort will be made to return to the Civic Center no later than 4:00 p.m. on field trip days. However, please allow for unexpected delays due to unforeseen events such as traffic, weather, etc.

DISCIPLINE - The method of discipline used by our staff is positive reinforcement, time out, loss of privileges and suspension. When necessary, parents will be expected to help with the disciplinary process. Misbehavior may result in a write-up. Parents will be notified of the first write up. After the second write-up, a parent/staff conference will be scheduled to discuss a resolution. After three write-ups the child may be suspended from camp for a period of days, or permanently, depending upon the seriousness of the offense.

Children involved in fighting, verbal abuse of others, disregard for authority, or any activity that places themselves or others in danger may be suspended from the program on the first offense. No refunds will be made to participants suspended from the program.

GUESTS - The guest policy allows a camper to bring an **out-of-town** guest with them to camp **if there is available space**. The Camp Coordinator will determine whether there is available space. The guest must meet the following requirements:

1. Must be an out-of-town guest staying in the camper's home.
2. Must meet the age requirement of the camp (6-12 yrs.)
2. Must provide appropriate paperwork signed by parents or legal guardian. (documents can be faxed to 865-425-3418)
3. Must pay daily rate of \$20 plus field trip fees when applicable.



CANCELLATIONS - refunds will be made to participants who cancel at least One week in advance of the activity for which they are registered. If you have further questions concerning refunds, contact the Recreation Manager at 425-3450.

**Have a Safe and
Happy Summer!**

**Mail Signed Consent and Release Form along with
Payment to:**

**City of Oak Ridge Recreation and Parks
Department
Attention: Summer Camp
P.O. Box 1
Oak Ridge, TN 37831**

Or

**Drop Form and Payment Off at Civic Center Front
Desk:**

**1403 Oak Ridge Turnpike
Oak Ridge, TN 37830**