

Parks and Recreation
Hoover
Parent Hand Book



SUMMERDAYCAMP

Play. Have Fun. Build Friendships.

Camp Hours

Monday – Friday 7:00 am – 6:00 pm

Hoover Recreation Center

600 Municipal Drive
Hoover, AL 35216
205.444.7703

Camp Director

Ryan Sanders
205.444.7751
sandersr@ci.hoover.al.us



hooveralabama.gov/parksandrecreation



Letter from the Day Camp Director

Hoover Parks and Recreation has provided Summer Day Camp for Hoover residents for over 20 years, and we are excited to start another great summer! By selecting our day camp program you ensure your child will experience a safe, fun filled environment that encourages creativity and socialization through daily structured activities. Your child will be provided with the opportunity to play, have fun and build friendships. We select the most skilled staff to be positive role models throughout the summer. Our goal is to exceed expectations by employing superior staff that provide a safe, fun, healthy environment that allows your child to build memories they will carry with them for years to come.

We look forward to serving your family at Hoover Parks and Recreation.

Ryan Sanders
Day Camp Director
205.444.7751
sandersr@ci.hoover.al.us

Important Camp Information

Registration for Summer Day Camp is limited to Hoover residents ONLY with an active membership at the Hoover Recreation Center. Memberships must be current throughout the summer to be eligible for camp.

Ages 6 years to 12 years (*Must be 6 years old by June 2016*)

Day Camp is offered in 2 sessions

Session 1 June 6 – July 1 Weeks 1 – 4

***No camp July 4 & 5*

Session 2 July 6 – August 3 Weeks 5 – 9

Fees

Full Hoover Recreation Center Membership Fee - \$100.00 per child per week; \$60.00 per child per week for weeks 5 & 9.

Program Pass Membership Fee - \$125.00 per child per week; \$75.00 per child per week for weeks 5 & 9.

Returning Camper & Full Member Registration

- Registration for returning campers & full members is first come first serve online or by appointment only (**all new campers that are also full members must set up an appointment with the Camp Director to register**).
- Registration is February 3 – February 10.
- Registration paperwork must be turned in by February 19. Registration paperwork may be mailed, emailed to the Camp Director or turned in at the Hoover Recreation Center.

New Camper Registration

- Registration for new campers with a program pass is first come first serve online or by appointment only.
- Registration begins February 17. Campers must have a current program pass membership to the Hoover Recreation Center.
- Registration paperwork must be turned in one week after your child is registered. Registration paperwork may be mailed, emailed to the Camp Director or turned in at the Hoover Recreation Center.

Deposits

Deposits are required at the time of registration. Your deposit will hold your child's spot in camp for that particular week. Deposits are:

- \$25 per week. If you choose to cancel a week of camp, the deposit is refundable providing you cancel prior to the cancellation deadlines.

Payments

The weekly balance is due in full by each Monday of the week your child attends camp. Payments are accepted at the Hoover Recreation Center or online. Payments may be made by cash, check, money order or by credit/ debit card (Visa, MasterCard or

Discover accepted). Weekly fees must be paid in full in order for your child to eligible to attend camp.

To register online

- Log on to your account online at webtrac.ci.hoover.al.us; correct log-in information is required (username/password).
 - *Username may be obtained by calling the Recreation Center or the Camp Director prior to February 3. You may also follow the link on the website to receive your username and password via email.*
- Once logged in; enter the appropriate activity number or search “Summer Day Camp” activities to select desired weeks of camp.
- Once the desired weeks of camp are identified, click “add to cart”.
- After the desired weeks of camp have been selected, click “go to checkout”.
- At checkout, you will be required to pay \$25 per week to reserve your child’s spot in camp.

To register by appointment

You may contact the Camp Director, Ryan Sanders, at sandersr@ci.hoover.al.us or 205.444.7751 to set up an appointment. Appointments will be taken between 9am and 5pm Monday-Friday.

Waiting List Registration

- Once camp is full, parents may add their child to the waiting list at no charge. Membership and residency requirements apply.
 - Registration paperwork must be turned in one week after adding to the waiting list. Registration paperwork may be mailed, emailed to the Camp Director or turned in at the Hoover Recreation Center.
- Once a spot opens up, you will be contacted to verify registration.
 - Parents will then be required to pay the first week of camp in full and 25% of each subsequent week available.
- To be added to the waiting list, please contact the Day Camp Director, Ryan Sanders, at sandersr@ci.hoover.al.us or 205-444-7751.

Membership Requirements

- Hoover Residency and current membership to the Hoover Recreation Center required.
 - Full Membership or a \$25 program pass is acceptable (camp fees vary based on membership levels).
 - You may call the front desk of the Recreation Center at 444.7703 for membership information, or you may visit hooveralabama.gov/parksandrecreation.

NEW Cancellation/ Refund Policy EFFECTIVE January 1, 2016:

- Deadline to cancel any weeks (weeks 1 – 9) is **Monday, May 2, 2016.**
- Cancel weeks of camp by completing a “drop form” and emailing it to the Camp Director.
 - Drop forms are located online at hooveralabama.gov/parksandrecreation.
- A full refund will be given for weeks cancelled by the cancellation deadline.
- **Full payment is required for weeks cancelled after the cancellation deadline.**

- **Campers will be ineligible for summer day camp until weeks are paid in full.**

Parent Orientation

Come tour the Hoover Recreation Center and meet your child's camp counselors! You will have the opportunity to ask questions and get acquainted with camp. Please bring your children to meet and greet the staff. Orientation will be held **Thursday, June 2 from 5:30 – 7:00pm at the Hoover Recreation Center.**

Daily Procedures

Day Camp Hours:

Check-in	7:00am - 9:00am
Camp Activities	9:00am - 4:00pm
Check-out	4:00pm - 6:00pm

Check-in:

Monday – Friday • 7:00am – 9:00am

- Daily attendance is taken at 9:00am each morning. Your child must be signed in by 9:00am in order to attend camp.
- Early check in may be required on some mornings due to early field trip departures; parents will be notified in advance.
- Parents are required to sign their child in each morning and hand their child off to a counselor.

Check-out:

Monday – Friday • 4:00pm – 6:00pm

- Parents are required to have contact with a counselor prior to signing the camper out each day.
- Anyone permitted to pick-up your camper must be listed on the registration form prior to pick-up.
- **Anyone authorized to pick up your camper is required to provide proof of identification when signing your camper out each day; There are no exceptions to this policy. Counselors are not permitted to release campers until proof of identification is provided.**
- The Camp Director must be notified if anyone not listed on your registration form is picking up your camper. Notification must be received by the Camp Director in writing prior to the event.
- Late fees are charged if your child is checked out after 6 pm; \$5.00 per camper for each additional 15 minutes will be added to the camper's household.

THERE ARE NO EXCEPTIONS.

6:00 pm - 6:15 pm = \$5.00/child

6:16 pm - 6:30 pm = \$10.00/child

Hoover Parks and Recreation Day Camp staff cannot be responsible for the child's safety if parents do not adhere to these policies.

Special Requests/Early Checkouts:

- **EARLY CHECKOUTS:** The Camp Manager must be notified in writing prior to the morning of the early check out.
 - Early checkouts are permitted between 11:15am - 12:00pm or between 2:15pm - 2:30pm with a valid note.
 - Early check out is only permitted if the camp is at the Hoover Recreation Center.
 - Once a camper is checked out, they may not return to camp the same day.
 - Campers **MAY NOT** be checked in or out while outside of the Hoover Recreation Center including field trips.
- No Recreation Center classes or programs can be taken during Day Camp hours unless they are before 9 am or after 4 pm and **DO NOT** conflict with scheduled field trips.

What will the Campers be doing?

- **Indoor Activities** may include swimming, dance, arts & crafts, volleyball, basketball, softball, kickball, gymnastics, bowling, skating, indoor hockey, soccer and table games.
- **Outdoor Activities** will be scheduled. However, due to excessive heat and/or rainy days, most activities are inside at the Hoover Recreation Center. The Recreation Center has a variety of rooms to meet the campers needs.
- **Pool Activities** are planned daily for campers. Both the Hoover Recreation Center lifeguards and the camp staff will be on duty during swim time. Campers will be restricted to certain areas of the pool according to their swimming ability. Campers will be given a swim test prior to participation in the pool activities.
- **Field Trips** are planned twice per week (Tuesdays & Thursdays) throughout the summer. Field trips are included in the camp fee.
- **Camp T-shirts** are provided for the campers to wear on field trip days. This is for their safety and to make it easier for the counselors to identify their campers. Camp T-shirts **MUST** be worn on ALL field trips.
- **Quiet Time** is **NOT** a regularly scheduled component of the Day Camp; however, it may be provided as needed for the younger campers.
- Our camp counselors believe in being positive with your child and encouraging positive behavior. We believe in encouraging his/her ability to exhibit acceptable behavior, therefore enjoying his/her time at camp.
- Camp counselors are individuals hired to provide a safe, fun and wholesome Summer Day Camp experience. Many of our counselors are college students majoring in recreation, education or related fields.
- Transportation for field trips will be through the use of the Hoover City School buses. All vehicles will be driven by qualified drivers.

What Your Child Needs for Day Camp

- **Comfortable and appropriate clothing** should be worn in order to participate in the daily activities. Halter tops or short shorts are not permitted. Parents may be called to come pick up the child or bring appropriate clothes.
- **Sneakers or tennis shoes** should be worn in order to participate in planned games, sports and activities. **No flip flops, clogs, or heelys** should be worn unless the activity requires them. Campers will be expected to participate in active games indoors and outside.
- **Daily lunch including a drink.** Extra fruit and cookies can be added for a snack in the afternoon. (Campers may not have access to a drink machine while on field trips.)
- **Bathing suit and towel** are needed for daily pool activities. Cut off jeans are not permitted in the pool.
- **Sunscreen, hat, extra t-shirt** or any items necessary for safe participation in outdoor camp activities. It is the parents responsibility to send sunscreen when needed. The counselors **CANNOT** provide sunscreen.
- **A jacket** is needed if the weather is cool and we are planning a field trip.
- **Label** all clothes, shoes, towels, lunch boxes, etc. with your child's name or initials.
- **Camp t-shirts** are required on all field trips.
- Campers may bring **change for the snack machines**; however, it is not encouraged! If you choose to send money with your child it needs to be **small bills or change**. Change is not available at the Hoover Recreation Center. Counselors are not responsible for your child's money.

Day Camp staff is not responsible for applying sunscreen to campers or keeping up with a child's personal belongings or money.

What Your Child DOES NOT Need for Camp

- Valuables including jewelry, money, radios, cameras, toys, and anything of sentimental value. These can easily be lost or broken and the Hoover Recreation Center staff is not responsible.
- Personal items, unless requested by a counselor. Campers are provided with toys and games at Day Camp.
- Guns, sharp objects and other hazardous items. These items are not permitted in the Hoover Recreation Center. If this situation occurs, immediate release from camp will occur without a refund of any kind.

Health and Medical Information

- The Hoover Parks & Recreation Department strives to provide a healthy environment for our program participants. Children displaying signs of a cold, undetermined rash or spots, fever, severe headaches, upset stomach or other symptoms of illness need to stay home.
- Parents will be notified to pick-up children immediately if signs of illness occur during the day.
- We ask you to keep your child home for 24 hours following any illness or disease in which the child has a fever.
- Children may not be returned to Day Camp after having a contagious disease without a doctor's release and all the symptoms have disappeared.
- Any known allergies must be listed on the registration form.
- Medicines cannot be given by our staff without written, signed, and dated request by the child's parent/guardian and cleared by the Camp Director.
- Any prescription drug must be in its original container and clearly labeled with the child's name and directions for administering the drug. Blanket permission to give drugs will not be accepted.
- In the event of an accident or illness requiring emergency medical attention, the camper's parent will be called immediately. EMS will be notified and the child will be treated accordingly. If it is necessary to transport the child, a staff member will accompany the child until the parents arrive.
- Parents are responsible for updating all emergency contact names and numbers on the child's registration form. This would be important in the event a parent cannot be reached.
- Please indicate on your child's registration form if he/she requires any accommodation in accordance with the Americans with Disabilities Act to participate in an activity/ program or to use any facility provided by Hoover Parks and Recreation. If an accommodation is needed, a member of our staff will contact you about how we can be of further assistance.

Hoover Parks and Recreation Department Behavior Code of Conduct

Hoover Parks & Recreation strives to maintain a fun, safe and wholesome environment for all day camp participants. We realize each child is an individual, however, misconduct will not be tolerated. Positive reinforcement is the preferred approach to discipline and all counselors strive to meet that goal.

In keeping with our program goals, we encourage fun for all of our participants; however, certain rules are necessary to ensure everyone's safety and enjoyment.

Behavior

Participants are expected to exhibit appropriate behavior at all times. The Hoover Parks and Recreation Department behavior code is as follows:

Participants shall:

- Listen and follow instructions.
- Remain with the group (not run off by their selves).
- Remain seated and keep all hands and arms inside the vehicle while being transported on field trips.
- Show respect to all participants and staff.
- Refrain from using foul language.
- Refrain from fighting, pushing or shoving.
- Refrain from causing bodily harm to him/her self or others.
- Show respect to equipment, supplies, and facilities.

Additional rules may be developed for specific programs, camps, and other activities as deemed necessary.

Discipline

A caring and positive approach will be used regarding discipline. The Hoover Parks and Recreation Department staff will review rules and explain consequences at the beginning of the program. Each situation that arises will be evaluated on its own merit.

Procedure

If a participant exhibits inappropriate behavior, any one or more of the following actions may be taken, depending on the severity of the act.

- Warning is given.
- Time – out from program (2 – 5 minutes).
- Report to full-time program supervisor.
- Parent contacted by supervisor if misbehavior continues, written warning administered.
- Plan formulated with parent to modify behavior.

If a participant's behavior does not improve, depending on the severity of the act, the participant may be dismissed from the program. The Hoover Parks and Recreation Department reserves the right to dismiss at any time, a participant whose behavior endangers the safety of him or herself or others. The Superintendent will make final determination on dismissals.

Other Important Points:

- Parents are welcome to visit Day Camp at any time during hours of operation. Please consult your child's counselor or the Camp Director for the best time to observe activities.
- Counselors are not available to take phone calls. Messages may be left with the Camp Director.
- Parents are invited to make suggestions or requests for improvements in the Day Camp at anytime. Suggestions or requests must be made in writing to the Camp Director. Each suggestion or request is appreciated and will be given consideration. Suggestions or requests may be sent to sandersr@ci.hoover.al.us.
- Any matter which cannot be satisfactorily handled with the Counselor, Camp Manager or the Camp Director may be presented in writing to the Hoover Recreation Center Superintendent.
- Parents are encouraged to inform the Day Camp staff of any unusual situations at home which might affect a child's behavior (such as a new baby, death, illness, move, divorce, etc.).

2016 Field Trips will be Tuesdays and Thursdays only

EXAMPLE Field Trips for 2016

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|--------------------------------------|--------------------------------------|
| • Cullman Wellness & Aquatics Center | • Oak Mtn. Beach |
| • Birmingham Zoo | • Huntsville Space Center |
| • Oak Mountain Lanes Bowling | • Veteran's Park |
| • Skates 280 | • Roller Motion |
| • Nocalulla Falls | • Montgomery Zoo |
| • Rickwood Caverns | • Tigers for Tomorrow |
| • Point Mallard | • McWane Center |
| • Birmingham Barons | • Pelham Civic Center |
| • Laser Tag | • Southeastern Environmental Center |
| • Desoto Caverns | • Hoover Public Library (Wednesdays) |

NO CAMP 4th OF JULY WEEK

The 2016 Summer Day Camp Field Trip list will be posted once all trips are confirmed.

Field Trips may change due to the weather or other unforeseen reasons.

Revisions will be made available as soon as changes occur.