



Dear Parents:

Thank you for choosing the Tulsa Parks Summer Camp Program for your campers!

It is the mission of Tulsa Parks to create a safe, fun and inclusive camp experience for all who attend our day camps. We will proactively work and communicate with parents, guardians, staff and camp attendees openly and in a way that respects and celebrates cultural, ethnic, physical, religious and gender diversity.

This handbook is designed to inform parents and guardians of the activities, policies and guidelines of our camp program to ensure that all campers and staff have a positive camp experience. We ask that you encourage your campers to participate in all activities to enhance their summer experience.

Communication is the key to a successful camp season. As questions or concerns arise, we welcome your input. Please feel free to call or email any of the managers listed below. They will be happy to answer any questions you may have.

Sites are hosting a Day Camp Open House on Thursday, May 30th, 5:30-6:30 p.m.

Summer camp counselors will be on hand as well as full-time staff to answer all your camp questions. This is a great time for kids new to Tulsa Parks Camps to meet their counselors and see where they'll be spending part of their summer.

We look forward to spending an awesome summer with your child!

HICKS	Luke McCollom	(918) 596-1520	<a href="mailto:lmccollom@cityoftulsa.org">lmccollom@cityoftulsa.org</a>
JANE A. MALONE	Nicole Brannon	(918) 591-4155	<a href="mailto:nbrannon@cityoftulsa.org">nbrannon@cityoftulsa.org</a>
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REED	Suzi Marcum	(918) 591-4307	<a href="mailto:smarcum@cityoftulsa.org">smarcum@cityoftulsa.org</a>
WATERWORKS	Lee Anne Zeigler	(918) 596-2440	<a href="mailto:lzeigler@cityoftulsa.org">lzeigler@cityoftulsa.org</a>
WHITESIDE	Sarah Gund	(918) 596-1525	<a href="mailto:sgund@cityoftulsa.org">sgund@cityoftulsa.org</a>



## 2024 DAY CAMP PARENT INFORMATION

**FEES:** Fees include the cost of one t-shirt per child and field trips. We accept cash, checks, Visa or MasterCard.

When enrolling, you must pay IN FULL for the 1<sup>st</sup> session that you are enrolling your child in plus before and aftercare if needed. If available, you may secure spots in any remaining sessions by placing a **\$25 deposit** on each session that you want to enroll in. Camp fees must be paid in full before a child may begin each weekly camp session. Please note: Deposits are NOT transferable between sessions, nor are they refundable.

**Please READ and make sure that you understand the current payment policy.**

**Sibling Discount:** A \$20 discount per session for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> child in your household.... brothers, sisters, etc. Extended family members that do not live in your household will not be considered for the discount.

**City of Tulsa Employee Discount:** Employees of the City of Tulsa who enroll their children at a Tulsa Parks Day Camp will be eligible for a \$20 discount per child/ per session.

### **ONLY ONE DISCOUNT MAY BE APPLIED PER HOUSEHOLD**

**ONLINE ENROLLMENT:** Open enrollment for day camps will begin the Monday following the initial Saturday sign-up day. Please note that all online registrations must be paid for in full. There are no discounts available when enrolling online. To enroll online please go to [tulsaparks.recdesk.com](https://tulsaparks.recdesk.com) and follow the link to online enrollment. There will be required paperwork that must be completed after enrolling online.

### **REFUNDS and SESSION WITHDRAWALS:**

If you want to drop your child from a camp session, please remember:

- Deposits are **NOT** refundable and cannot be moved to another session.
- To withdraw from a session, staff must be notified, **in writing**, at least 7 days before the session starts or you may be held responsible for the

entire payment of that session. We reserve the right to use any or all deposits from future sessions that you have paid to satisfy the debt. If those deposits are used, it will ultimately result in the loss of your child's reservation for future sessions.

- **Sessions that have been paid in full will be refunded** (minus \$25 deposit), but you must inform the staff, **in writing**, at least 7 days prior to the session(s) you would like to withdraw from.

Sessions	Dates	Balance Due Payment date	Deadline to Withdraw with refund
# 1	June 3-7	Paid at enrollment	April 13
# 2	June 10-14	June 3	June 3
# 3	June 17-21 *no camp 6/19	June 10	June 10
# 4	June 24-28	June 17	June 17
# 5	July 1-3 *no camp 7/4 and 7/5	June 24	June 24
# 6	July 8-12	July 1	July 1
# 7	July 15-19	July 8	July 8
# 8	July 22-26	July 15	July 15
# 9	July 29-August 2	July 22	July 22

**HOURS:** 9 a.m.-5 p.m. Monday-Friday. Parents may drop off their children beginning at 7:30 a.m. (8:30 a.m. at WaterWorks Art Center) and must pick them up by 5:30 p.m. Before Care will run from 7:30-9 a.m. for \$10 a week and After Care will run from 5-5:30 p.m. for \$5 a week. Late fees may be charged if a child is picked up after 5:30 p.m. These fees must be paid before a child can return to camp. We understand there may be emergencies, traffic, etc. Please be courteous and call your child's camp site and advise staff of your estimated time of arrival.

<p>Late fees are as follows:            5:31-5:45 p.m. \$10            5:46-6 p.m. \$20            After 6 p.m. \$20 + \$5 for each additional 5 minutes</p>
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**STRANDED PARTICIPANTS:** Participants still at the program site after 5:30 p.m. will be attended by a full-time staff person. Attempts will be made to contact parents/guardians and emergency contacts when a participant has not been picked up by 5:40 p.m. Local authorities may be contacted after 6 p.m. and staff will follow the directions of those authorities.

**CHECK IN/OUT POLICY:** You will be issued a Tulsa Parks ID when enrolling your child. You will need to scan **IN** when checking in your child and scan **OUT** when picking your child up. **(this policy may be altered during a pandemic, please refer to COVID specific protocol)**

- **Check In:** To ensure your child's safety, **an adult must accompany your child inside the building** each day to sign the check-in sheet.
- **Check Out:** The checkout sheet must be signed daily. Your child will **ONLY** be released to the authorized person(s) on the registration list. They will be **required to present an ID** or other verification, *including parents*, until staff becomes familiar with them. Any changes must be made in writing and hand delivered to camp staff.
- **Walkers/Bike Riders:** Children who walk or ride their bike to camp must have signed parental permission to do so. They will check in/out at the front desk. Parents will need to communicate to staff the time frames that the child is allowed to check themselves out. No child will be allowed to check out before 4 p.m. without direct confirmation from parent that they have permission to do so. It is also extremely important for parents to notify staff if a child is not attending camp, so that staff knows there is not an emergency or missing child.

**Please notify the staff by phone or e-mail if your child is going to be absent.**

**DRESS CODE:** Camp T-shirt is **required** on all field trips. Your camp fee pays for one (1) shirt for your child. Additional shirts may be purchased at your camp site, *but supplies are limited*. If your child travels between two homes, you may want to purchase an additional shirt. **Socks and tennis shoes should be worn daily. No sandals please. Closed-toed shoes only. Flip-flops may be brought to wear to the pool. Shoes with wheels are NOT allowed at camp.**

**PERSONAL ITEMS:** Children should not bring phones or any other items of value to camp. **If your child needs to bring their phone to camp, it MUST be checked in by the office staff when they arrive at camp.** Staff will confiscate any phones that are out.

**FOOD:** Campers must bring a non-refrigerated lunch with their name on it, **unless** the camp they attend is part of the summer lunch program. Do not send food that needs to be heated in a microwave. Vending machines and canteens are available at some sites. Individual centers mandate when the campers are allowed to use the vending machine. Use of vending machines and /or canteens is a privilege and staff may limit use or cancel use due to behavior or time restraints.

Tulsa Parks camps participate in a healthy food challenge each summer. Campers that bring a fruit and/or vegetable will be awarded points to trade in

for prizes at the end of the week. **Campers should eat breakfast before they come to camp.**

**MEDICATION:** Camper's medications, including asthma inhalers, must be kept in the office. They must be in their original container with dosage information, doctor's name and the child's name on the label. A medication log must be filled out when leaving medication for your child. Staff will dispense medications according to the log.

**FIELD TRIPS:** No child will be allowed to participate in a field trip without a signed authorization form. Some trips will require an additional release to be signed. These are generally handed out a day or two prior to the trip. In some cases, releases must be filled out on-line at the vendors website. **Campers must wear camp shirts on all trips.**

- **Be aware of posted trip times. It is VERY important that you have your child at camp on time for field trips.** It takes time to get a large group of kids organized, change into swimsuits, gather lunches, put kids in groups and inform them about the details of the trip.
- **Please do not try to "meet up" with camps on trips if your child cannot be at camp at the designated time of departure.** Only if you can meet the bus when it arrives at the field trip site, will we be able to accommodate a late arrival.
- If your child becomes ill, injured or is having behavioral issues while on a field trip you will be called to come and pick them up.

If your child is not going to participate in a field trip, other arrangements must be made. They cannot remain at the camp site.

**OUTDOOR TIME:** We take careful and detailed steps in making decisions regarding outdoor activities during extreme temperatures, poor air quality or the possibility of thunderstorms. We will reduce or eliminate strenuous outdoor activities due to extreme heat and poor air quality. Decisions about field trips and outdoor activities are made on a case-by-case basis with information from the National Weather Service.

- ***Sunscreen:** It is very important for children to wear sunscreen when participating in outdoor activities. Please apply sunscreen on your child at home BEFORE attending camp. Campers should bring their own sunscreen each day. Camp will have a generic sunscreen available for children that have not brought their own. Children will be required to apply sunscreen before all swim/water activities and some outdoor activities. Camp counselors will supervise the application but typically do not directly apply sunscreen to campers. On occasion, staff may have to assist with the*

*application of sunscreen. We encourage you to consider a swim shirt if your child burns easily!*

### **CAMP GOALS:**

- Provide a safe, recreational environment for campers and all park participants.
- Promote self-esteem to the camper by providing progressively attainable goals and activities.
- Offer educational, recreational and creative opportunities to campers.
- Offer activities that are enjoyable and that challenge current levels of knowledge and skills.
- Offer opportunities to learn new skills appropriate to the camper's age and developmental level.
- Always provide qualified supervision.
- Provide safe transportation to off-site activities.
- Provide a quality camp experience to any child regardless of race, color, national origin, gender or disability.
- Assist each camper to gain a deeper understanding and appreciation of their own skills and abilities.

### **CAMP OBJECTIVES:**

- Each camper will satisfactorily complete or engage in one or more projects or activities offered by each camp site and will exercise individual or group problem solving.
- Each camper will assume the role of group leader at least once during the camp session.
- Each camper will learn safety rules and procedures for their camp site.
- Each camper will become more aware of the natural environment and learn about the care and concern for its protection and preservation.

### **CAMPER EXPECTATIONS:** Please review the following with your camper:

- Campers are expected to participate in all activities.
- Campers are expected to be responsible for their own belongings.
- Campers are expected to be responsible for and learn how to care for supplies, equipment or materials used in camp.
- Campers are expected to be responsible for cleaning their own work areas when engaged in a project.
- Campers must remain in the designated camp/program areas.

- Campers are expected to treat others with respect, including all people, places of business and equipment.
- Campers are expected to follow the rules associated with each activity. They may ask a staff member for clarification, if needed.
- Campers are expected to conduct themselves in an appropriate manner. Threatening words, tones of voice, gestures, foul language, teasing, bullying or harmful physical contact will not be tolerated.
- Campers may be expelled from camp without a refund if these guidelines are not followed.

Camp rules and expectations will be reviewed on the first day of each session and posted so campers can refer to them.

**DISCIPLINE:** Although it is not a major issue, we occasionally have a discipline problem. We handle these issues on a case-by-case basis. Depending on the transgression, up to two warnings are given before a child receives a “time out”. For more serious transgressions, parents will be notified **in writing** of the problems we are having with your child. Aggressive behaviors will not be tolerated, even on a first offense, and parents will be called. If your child’s attitude and behavior continually create a disruption that puts them or the group’s safety in jeopardy, parents may be required to pick up their child at any time.

**NOTIFICATION OF CAMPER ILLNESS OR INJURY:** Camp staff will not notify parents by phone regarding simple first aid such as band aids and ice packs. An Ouchie Form will come home with the child that afternoon. We will notify guardians of more serious illness or injury such as fever, throwing up, head injury or anything not covered by basic first aid.

**SUSPENSION AND EXPULSION POLICY:** Tulsa Parks will not tolerate campers who display deliberate acts of violence, verbal abuse or acts that can be potentially harmful to themselves or others. Verbal abuse is defined as inappropriate language, profanity, or any comments that are sexual in nature. Violators will be subject to suspension or immediate expulsion. In the event your child is *expelled* from the Tulsa Parks Day Camp program, you will receive a refund for any paid deposit and fees of the remaining **FULL** weeks/sessions in which the child is enrolled. **If your child is expelled from any Tulsa Park, he/she may not enroll at any other Tulsa Parks location for a period of 12 months from the expulsion date.**

**SPENDING MONEY:** Campers bringing spending money for field trips or snacks may check their money into the office each morning. Campers will be responsible for how they spend their money. Staff, as a rule, do not monitor what a child buys with his or her money. Please do not expect staff to have change for the vending machines or field trips.

**PARENT RESPONSIBILITIES:**

- Fill out all registration forms completely & keep information current. **Please include the required photo!**
- Submit a current immunization record for your child.
- Pay fees on time and submit requests to withdraw in a timely fashion.
- Send a lunch daily unless advised otherwise.
- Make sure children have the appropriate attire, including proper footwear, sunscreen, and swimwear daily.
- Read white board for the following day's schedule of events.
- Make alternate arrangements if your child is ill.
- Keep the staff informed of any changes or incidents in the home which might result in a change in behavior or attitude.
- Parents must sign their child in and out of the program daily.
- Parents should share with staff any behavioral issues that could become a problem at camp, so that staff can make necessary accommodations to activities if needed.
- Parents, please call if your child will be absent.

What to bring each day: (in a backpack or bag):

- Sunscreen
- Water Bottle
- Lunch
- Swimwear/towel
- Swim shirt if your child burns easily
- Extra clothes (sometimes accidents happen)

What NOT to bring to camp:

- Toys
- Any valuables or large amounts of money
- Cell phones
- Sports equipment
- Animals
- Alcohol
- Drugs
- Weapons

\*if your child MUST bring a cell phone it MUST be checked into the office at the start of the day.



## **STAFF AND CAMPER SAFETY IN PUBLIC**

- Campers will always be under counselor supervision and in an assigned group.
- Periodic restroom breaks will be scheduled throughout the day. If a camper needs a break at any other time, the buddy system will be utilized. Campers will not be allowed to use a public restroom alone at any time.
- If a stranger approaches a camper, the camper will be instructed to yell “stranger” and inform a staff member immediately.
- If a camper is separated from his/her assigned group, he/she will go to the entrance or office of the facility, ask for help, and wait there for camp staff. If a counselor discovers that a camper is not in the group, he/she will go to the entrance or office of the facility and ask that an announcement be made for the missing camper.
- Camp staff will supervise their individual groups on the bus.
- Campers will not be allowed to talk to strangers or stray away from the group.

## **HEALTH RELATED ISSUES:**

- **Covid-19**

The City of Tulsa continues to monitor the Coronavirus-COVID-19 situation and are taking precautionary measures to keep our parks safe. We are actively working with the Tulsa and State Health Departments as well as taking guidance from the Center for Disease Control to stay updated on the status of spread of the coronavirus. We take the health and safety of our staff and residents seriously and routinely monitor parks and community centers for health issues and regularly disinfect centers and equipment for safety.

It is important that our staff and residents also take precautionary measures at home and while visiting parks and community centers, not just to address COVID-19, but to prevent spreading any number of viruses and illnesses. In general, we should:

- Avoid contact with sick individuals.
- Avoid touching your eyes, nose and mouth.
- Refrain from shaking hands or other close physical contact.
- Frequently wash hands with soap and water for 20 seconds.
- Stay home if you or your child feel sick or are showing symptoms of a respiratory illness.

- **Lice Screenings:**

- A. Screenings are done on an as needed basis.

- B. Camps are screened when a case is identified.
- C. Designated staff must conduct screenings under the appropriate lighting and must either wash their hands/gloves or change gloves between each camp participant.
- D. If nits or lice are found, the camp participant (with the parent, legal guardian, or person responsible for participants care) must leave the recreation center premises to remove the nits or treat further.
- E. A full “No Nit Policy” is available to parents at each camp site. Please contact your Park Manager if you would like a copy of the policy.

**CONTRABAND:** Tulsa Parks strictly enforces a no drug, no weapon environment at all camp facilities. All prescription and non-prescription medication must be signed into the office by a parent or guardian. Staff will immediately confiscate any item resembling a weapon as well as any drug or drug-related paraphernalia. Parents will be contacted to pick the child up and will determine whether the camper will be allowed to return to camp.

**EMERGENCY WEATHER SITUATIONS:** Each camp site is equipped with a weather band alert radio. Each building has designated “safe” locations. Safety drills are practiced weekly.

**PROBLEMS:** Please bring any problems or concerns that you may have to the Park Manager or the Recreation Coordinators at your site.

**COMMUNICATION:** Please check with your child’s camp site to how they will communicate with you in the event of an emergency, change in plans, etc. Make sure that you sign up to keep informed and up to date.

## ANTI-BULLYING POLICY

The City of Tulsa Parks and Recreation Department is committed to a safe and fun filled environment, free from harassment, intimidation or bullying, for all of our participants and staff, regardless of actual or perceived differences of race, color, national origin, religion, sex, intersexuality, gender identity, sexual orientation, marital and familial status, age, disability, ancestry, height, weight, domestic partner status, labor organization membership, familial situation, or political affiliation. We are working very hard to make all Tulsa Parks facilities a Bully Free Zone. We encourage our patrons and participants to report any type of bullying they may experience, hear or see occurring in our Recreation facilities.

### What is Bullying?

Bullying can be best defined as the intentional abuse, harassment and/or intimidation of others. Bullying can emotionally, socially, mentally or physically harm a child or adult. It is always an intentional act. The child who bullies wants to harm the victim; it is no accident. Bullying is characterized by repeat occurrences. Bullying is not generally considered a random act, or a single incident.

### Types of Bullying:

- Verbal Bullying includes but is not limited to teasing, name calling, inappropriate comments, taunting, and threatening to cause harm.
- Social Bullying includes but is not limited to hurting someone's reputation or relationships, leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public.
- Physical Bullying involves hurting a person's body or possessions. Physical bullying includes but is not limited to hitting, kicking, pinching, spitting, tripping, pushing, hair pulling, mean or rude hand gestures, damage to someone's property, and/or theft.
- Cyber or Electronic Bullying involves using technology to threaten, hurt, single out, embarrass, spread rumors, and/or reveal secrets about others. Cyber bullying can be done through phone calls, text messages, pictures/video clips, email, instant messaging, chat rooms, websites, gaming, or any other online medium.

### Why is Bullying Difficult to Stop?

Stopping the act of bullying is difficult for several reasons:

- Often children/adults do not complain about bullying because they are afraid of retribution and consequences.
- It is feared that the person notified of the bullying may not handle the situation properly, thereby losing the trust and respect of the victim.
- Bystanders and/or witnesses seldom intervene.
- Bullying usually occurs when there are no adults present.

## **ANTI-BULLYING BEHAVIOR AGREEMENT**

It is the goal of the City of Tulsa Parks and Recreation Department to make all Parks and Recreation facilities a “Bully Free Zone”. In order to do that, we must work together in helping to make all participants feel safe and confident to speak up when confronted by a bully or when they witness another being bullied, regardless of a victim’s actual or perceived differences of race, color, national origin, religion, sex, intersexuality, gender identity, sexual orientation, marital and familial status, age, disability, ancestry, height, weight, domestic partner status, labor organization membership, familial situation, or political affiliation. This agreement is not intended to prohibit the expression of one’s feelings or thoughts, but instead to prevent their expression from rising to the level of harassment, intimidation, or bullying.

Please take a moment to review the following agreement with your child. Signing the bottom of this agreement signifies that both you and your child agree to the City of Tulsa Parks and Recreation Department’s antibullying policy. This form must be returned to your child’s Recreation site.

- I will try my best to keep a positive attitude and to treat others with respect.
- I will help create an environment that is safe and welcoming for all of us.
- I understand that any of my actions that result in the abuse, harassment, or intimidation of others will be considered bullying.
- I will use appropriate and respectful language and understand that the use of deliberate negative, hurtful, or profane language will not be accepted.
- I will be respectful of the property and personal space of others.
- I will not possess any illegal drugs, alcohol, or weapons of any kind while participating in City of Tulsa Parks and Recreation programs or activities.

**By signing below, I am stating that I have read and agree to abide by all policies stated above. Any child suspected of bullying will be disciplined on an individual basis. Depending on the severity of the bullying disciplinary action may include time out, loss of privileges including field trips, suspension and/or expulsion. Refunds will not be issued for any participant who is suspended or expelled.**

**I certify that I have discussed all the above policies with my child.**

\_\_\_\_\_  
Print Parent/Guardian Name      Parent/Guardian Signature      Date

\_\_\_\_\_  
Print Child's Name      Signature (Juniors, Pre-Teens & Teens only)      Date

## TULSA PARKS DAYCAMP CONTACT LIST

### HICKS

Park Manager Luke McCollom 918-596-1520 [lmccollom@cityoftulsa.org](mailto:lmccollom@cityoftulsa.org)  
Rec. Coordinator Amanda Brodrick  
Rec. Coordinator Mario Cordova

### JANE MALONE

Park Manager Nicole Brannon 918-591-4155 [nbrannon@cityoftulsa.org](mailto:nbrannon@cityoftulsa.org)  
Rec. Coordinator Remi Jackson  
Rec. Coordinator Marissa Jeffery

### LACY

Park Manager Chivas Miller 918-596-1470 [cmiller@cityoftulsa.org](mailto:cmiller@cityoftulsa.org)  
Rec. Coordinator William Ballard  
Rec. Coordinator Roneisha Littles

### OWEN

Park Manager Kirk Mace 918-596-1485 [kirkmace@cityoftulsa.org](mailto:kirkmace@cityoftulsa.org)  
Rec. Coordinator Earin Murrell  
Rec. Coordinator Kenneth Wilson

### REED

Park Manager Suzi Marcum 918-591-4307 [smarcum@cityoftulsa.org](mailto:smarcum@cityoftulsa.org)  
Rec. Coordinator Jim Feltz  
Rec. Coordinator Kayla Hudgins

### WATERWORKS ART CENTER

Park Manager Lee Anne Zeigler 918-596-2440 [lzeigler@cityoftulsa.org](mailto:lzeigler@cityoftulsa.org)  
Rec. Coordinator Hans Fichtenberg  
Rec. Coordinator Ingrid Hamel

### WHITESIDE

Park Manager Sarah Gund 918-596-1525 [sgund@cityoftulsa.org](mailto:sgund@cityoftulsa.org)  
Rec. Coordinator Tony Martin  
Rec. Coordinator Elaine Henderson

### RECREATION PROGRAM MANAGER

Dustin Jaggars [djaggars@cityoftulsa.org](mailto:djaggars@cityoftulsa.org)

### DEPUTY DIRECTOR

Stacie Martin [smartin@cityoftulsa.org](mailto:smartin@cityoftulsa.org)

### PARK DIRECTOR

Anna America [annaamerica@cityoftulsa.org](mailto:annaamerica@cityoftulsa.org)