

Summer Camp 2025!

Here is a short summary of what you can expect for Summer Camp. Please keep this paper as a reminder!

Dates and Time of Service

- **Summer Camp will start June 2, 2025, and will end August 8, 2025.**

Note: We will be closed on Thursday June 19th and Friday July 4th.

Daily Schedule – They MUST wear gym shoes every day!

Your child/children will have a structured daily schedule from the time they come into the building until the time they leave, below are some of the things we will provide:

- Breakfast, and Snack
- Swimming
- Field Trips
- Physical Play
- Arts & Crafts

Daily Items – Bring these EVERY day!

- Pack lunch or extra snacks. **There is no refrigerator or microwave available.**
- Water Bottle
- Swimsuit & Towel – flip flops ONLY allowed on pool deck
- Gym shoes & extra clothes

Do Not Bring -

Cell Phones and Electronics- We are not responsible for lost, stolen or damaged Items. Please do not Send your child to camp with a cell phone. If staff, see a phone they will take it and return it to the parent/guardian at the end of the day. If the parent needs to contact the child, please call the center.

Communication

Our door is always open for communication when it comes to your child/children!

Riley Burke (CCD, Camp Coordinator)

If I am not in, you may also speak to the staff listed below:

Full-time Staff – A full-time staff member should be on site for you to always speak to.

- Brandon Green (CCD)
- (SAC) Nicky Haar

College Hill Recreation Center #: 513.662.9109

Cincinnati Recreation Commission



FAMILY Handbook

Summer Camp 2025

Westwood Townhall Recreation Center

3017 Harrison Av.

Riley Burke (CCD, Camp Coordinator)

Riley.burke@cincinnati-oh.gov

513.662.9109



cincyrec.org

513.352.4000

info.crc@cincinnati-oh.gov



city of
CINCINNATI

The City of Cincinnati and CRC are dedicated to providing equal employment without regard to race, gender, age, color, religion, disability status, marital status, sexual orientation, or transgendered status, or ethnic, national or Appalachian origin, or on the basis of any other category protected under federal, state and local laws. The City of Cincinnati and CRC are committed to supporting the Americans with Disabilities Act. Please call if you require any special accommodations.

TABLE OF CONTENTS

Welcome	4
CRC Philosophy.....	4
Camp CRC Hours and Days of Operation.....	4
Fees/Charges.....	5
Withdrawal	5
Staff/Child Ratios	6
Supervision Policy	6
Program Participation	6
Program Accessibility	6
Appropriate Clothing	6
Outdoor Play	6
Inclement Weather	7
Arrival/Departure	7
Release of a Child	7
Absent Day Policy.....	7
Custody Agreements	7
Child Abuse Reporting	8
Daily Schedule	8
Field Trips.....	8
Swimming Information.....	8
Emergency Transportation	9
Behavior Expectations.....	9
Guidance Policy	10
Parent Responsibilities	11
Accidents/Emergencies	11
Management of Illness.....	12
Care of Non-Immunized Children.....	13
Medications	13
Meal and Snack.....	13
Toys and Electronics	14
Parent Participation.....	14
Community Resources	14
Parent/Community Grievance and Resolution Procedure.....	15

WELCOME!

Welcome to [Westwood Townhall Recreation Center](#)! We are pleased that you have selected our program, and we look forward to working with your child(ren). Please be assured that our staff will strive to create a positive program environment where your child(ren) will be safe, learn, and have fun.

This Summer Camp handbook is created to help you, as parents/guardians, to better understand our program. Please acquaint yourself and your child(ren) with our staff and this handbook. If you have questions or concerns about any of this information or our program, please feel free to ask CRC staff. **WE ARE HERE FOR YOU!**

Purpose

This handbook is designed to familiarize you with our policies and procedures to ensure open communication concerning your child's growth, development, and safety. It clearly defines the center's responsibilities toward the parent/guardian and the parent/guardian's responsibilities toward the center. These policies cannot be changed on an individual family basis. The policies apply to all parents/guardians, and it is the responsibility of the center staff to enforce these policies for the legal and financial protection of the center. Please review these policies and feel free to direct any questions, comments, and/or concerns to the center staff. Your feedback is valued and appreciated.

Updates

While the handbook describes the Cincinnati Recreation Commission's current program, policies and procedures, the childcare business is complex and ever changing. The parent handbook is updated annually, however, there may be times when we must change the policies, procedures, or programs with little or no prior notice. The Cincinnati Recreation Commission reserves the right, in its sole discretion, to modify or change the policies, procedures or programs in whole or in part, at any time. If major policy changes are made to the handbook at any other time throughout the year, the Camp Coordinator will make copies or flyers noting the policy change available to all parents/guardians. It is the responsibility of the parent/guardian to check for updates.

CRC Philosophy

Established in 1927, the Cincinnati Recreation Commission provides recreational, cultural, leisure, and educational activities for Cincinnatians of all ages and abilities. CRC's network of recreation centers, senior clubs, pools, golf courses, fields, and other facilities is vital for Cincinnati's continuing growth and leadership. The Cincinnati Recreation Commission provides recreational and cultural activities for all the people in our neighborhoods and the whole community. We believe that by enhancing people's personal health and wellness, we strengthen and enrich the lives of our citizens and build a spirit of community in our city.

Summer Camp Hours and Day of Operation

Summer hours are 7:00pm-6:00pm, Monday - Friday. CRC follows all major holidays. Camp will run from **Monday June 2nd, 2025 - Friday August 8th, 2025.**

The following days we will not be in session: CLOSED

Thursday - June 19th, 2025

Friday July 4th, 2025

Fees/Charges

Late Pick-up Charges

A fee of \$15.00 every 15 minutes (per child) late will be assessed to any parent/guardian picking up a child after their camp day ends at 6:00pm. For example: 6:00-6:15pm = \$15, 6:16-6:30pm = \$30 and so on. The late fee will be due at the time of pick up. Persistent failure to adhere to the pickup deadline may result in the child's dismissal from the program. If a child has not been picked up by 7:00pm and a parent/guardian or emergency contact cannot be reached, CRC staff are required to call the Cincinnati Police and/or 241-KIDS for assistance.

Staff/Child Ratios and Maximum Group Size

- School Age
 - Enrolled in/eligible to be enrolled in kindergarten or above and less than 13 years
 - 1:15 – Max Group Size 36

Supervision Policy

A major responsibility of the CRC staff is to ensure the health and safety of each child entrusted in our care. CRC staff individually and collectively will work to maintain a safe and healthy program environment, including (but not limited to) anticipating possible hazards, and taking necessary appropriate precautionary and preventative measures. All children must always remain in eye and ear sight.

Since we are a community center and share our center with others, a CRC staff member will escort all school-aged children to all activities, restrooms, and outdoor play areas. CRC staff will always keep all children in eyesight while also making sure they are always listening.

Program Participation

Each child is placed with a group of children who are close in age or grade, depending on the registrants. Programs are planned to be developmentally appropriate to the age and ability level for each group and children are encouraged to participate. If your child cannot participate in a scheduled activity, you must find alternate childcare for that day. Unfortunately, we do not have extra staff who can stay back at the center to watch your child.

Program Accessibility

CRC's Division of Therapeutic Recreation ensure that all programs and services offered by the Cincinnati Recreation Commission are in accordance with Title II of the Americans with Disabilities Act. If you feel accommodation may be necessary for your child's successful participation, we ask that you advise us in advance of the need for services. Parents/guardians must request accommodation for their child(ren) by completing a Request for Accommodation Form. The CRC Division of Therapeutic Recreation will require **14 - 21 days minimum** to ensure adequate time for staff to assess the request and to determine the need for reasonable accommodation. Based on the level/type of accommodation needed, your child may be placed on a waitlist until all accommodation and support services can be provided. You can call the Division of Therapeutic Recreation directly **at 513-352-4013. TDD #513-352.4058.**

Appropriate Clothing

Please dress your child(ren) appropriately each day for running, jumping, playing, and having fun. Participants **must** wear gym shoes and socks due to the nature of planned activities. If your child(ren) does not have appropriate footwear, they may not be able to participate in some activities.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information outdoor play will be included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 90 degrees unless water is involved. Additionally, we will take into consideration weather that may include but is not limited to inclement weather, humidity, ozone levels, pollen count, lightning, rain, or ice. On days that outdoor play is not provided due to the weather conditions, we will include plenty of time indoors for gross motor activities.

Inclement Weather

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to contact parents/guardians via email or phone. Please ensure that we have your most current phone number and email address. Additionally, you can check the CRC website at www.cincyrec.org or look on our Facebook, IG, and X pages.

Arrival/Departure

Parents/guardians are required to sign their child(ren) in/out at the front desk upon arrival/departure. Please speak to your Camp Coordinator for specific check-in/check-out instructions. Any special messages, special pickup notes, etc. are to be given to front desk staff. CRC staff must be made aware of each child's presence before the parent departs. At the end of the day, parents/guardians must come in and sign their child(ren) out. Please be sure to speak to CRC staff to ensure that they are aware that the child(ren) has been picked up. Parents/guardians are responsible for the supervision of their child(ren) before they are officially in/out of the care of CRC staff.

Release of a Child

If at any time you have someone not previously authorized to pick up your child, advanced notice must be given via written note. The new escort must show a photo ID before the child(ren) will be released to them. Staff will check the IDs and copy of photo ID. If advanced notice of a new escort is not received, staff will call you to gain your authorization before the child(ren) are released. If you cannot be reached, your child will **not** be released. Unauthorized escorts which are also within the application, your child(ren) will not be released to listed person(s). Non-custodial parents are permitted access to their child(ren) unless a court order is on file.

Please Note: No child will not be released to a parent/guardian or escort who appears to be under the influence of mind-altering drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements

If there are custody issues involved with your child(ren), you must provide the center with court documents indicating who has permission to pick up the child. The center **cannot** deny parent access to their child without proper documentation. Unauthorized individuals may not be permitted to engage with a child during camp hours, regardless of the location.

Absent Day Policy

If your child(ren) is going to be absent we ask that you immediately contact your Camp Coordinator and please provide the following information: the reason (illness, vacation, appointment, etc.) and length of absence (number of days).

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Daily Schedule

Due to the nature of our program, our schedule is flexible to provide different experiences for the participants, both at and away from the center. However, to provide an idea of what each week looks like, we have included a sample schedule for our program.

Example:

7 am-9 am: Arrival/Breakfast 8:30 am-09am/ Individual/Small Group Activities/Low Organized Games

9:30am-5 pm Individual/Small Group Activity/Art Craft/STEAM Project/Outside/Gym/Field Trip/Swimming/Lunch

11 am- 12:00 pm

4pm – 4:30 pm snack 4:34 pm 6pm Individual/Small Group Activities/Low Organized Games

Note: If a child wants quiet time or wants to rest, if the schedule allows to do so. However, Westwood Townhall Recreation Center does not have scheduled nap times as we serve school-aged children.

Field Trips

During Summer Camp we will have weekly field trips which will require us to go off site, for this we will use a CRC Van or a contracted yellow school bus. We may also have walking field trips to places such as nearby Parks. Before departing the center, an account will be taken of all the children, and they will mark it on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to ensure that all the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course every trip, each staff member will be assigned specific children for whom they are responsible. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian.

Swimming Information

Swimming and water activities are included in your child's program on a weekly/daily basis. When at any CRC pool, a lifeguard will always be present and CRC staff will be actively supervising the children. Your child(ren) will be tested by the pool staff on the first day to determine their swimming level. Children under the age of 7 will not be permitted to use diving boards, slides, or climb walls at CRC pools. **Please remember to send a bathing suit, towel, and sunscreen for your camper every day even if a pool isn't on schedule as there will be plenty of opportunity for water games. Plus, the pool is in our backyard which we will be able to utilize daily.** If your child burns easily, please include a lightweight swim shirt or rash guard that they can wear over their swimsuit.

Emergency Transportation

The center will not transport children in emergency situations. If a child requires emergency transportation to the hospital, the child will only be released to EMS or a parent/guardian.

The majority of first aid cases at the center will be minor in nature; however, each case will be given prompt attention. CRC staff will administer emergency first aid, as required, within the limits of their training.

Procedures to be followed in the event of an accident include:

- Calming the injured child.
- Administering first aid, within the limits of staff training.
- Contact the parents immediately if warranted.
- Calling "911" when necessary (they will transport to the hospital).
- Completing an accident report (copy is available to the parent/guardian).

Behavior Expectations

CRC works to cultivate self-discipline, a sense of responsibility, a respect for authority, and a consideration for the rights of others. The object of all imposed discipline is to promote clear, ordered thinking and acting, which must be present for this growth to take place. All campers are expected to comply with the following rules:

CENTER RULES

- Walk throughout the building, running is for outside and gym play times
- Keep their hands and feet to themselves
- Always use inside voices, screaming is only for emergencies.
- Ask and wait for permission before leaving a room
- Keep track of all personal belongings
- Clean up after oneself
- Have food and drinks in designated areas only
- Foul language is prohibited
- Respect others and their property
- Always wear gym shoes, except during swim time
- Treat the center with respect
- Follow the rules of the center
- Fighting or engaging in rough play is prohibited

VAN RULES

- Always wear a seat belt at all times
- Keep body parts inside
- Children in front seat is prohibited
- Food or drink in the van is prohibited
- Have camp leaders only operate the side door
- Yelling and screaming is prohibited
- Keep their hands and feet to themselves
- Face forward

WALKING TRIP RULES

- Walk safely on the designated path, sidewalk, trail, or crosswalk
- Follow the directions of the adults leading the group
- Be aware of surroundings and follow safety precautions
- Maintain a close distance with the group
- Yelling or screaming is prohibited
- Keep their hands and feet to themselves
- Face forward while walking

- Sit no more than 1 to a seat
- Face forward
- Keep body parts inside
- Yelling or screaming is prohibited
- Standing on the bus is prohibited
- Food or drink on bus is prohibited
- Be aware of the emergency exits
- Board and exit in an orderly fashion

Guidance Policy

The Cincinnati Recreation Commission strives to maintain a safe, positive atmosphere in all programs and facilities. Participants are expected to treat others with respect and to abide by all Recreation Center and Recreation Commission rules of conduct. CRC staff members will promote positive behavior and implement various strategies designed to minimize the need for disciplinary action. This includes clarifying behavioral expectations and reinforcing positive behavior. When disciplinary action is necessary, it will be applied in a consistent manner with consequences appropriate to the level of behavior.

Certain disciplinary techniques are considered inappropriate and are strictly prohibited. These include:

- Corporal (physical) punishment
- Locking or confining participant in an enclosed area
- Deliberately humiliating, intimidating, or verbally abusing participant
- Withholding food, drink, or bathroom usage (special food/treats may be used as rewards or withheld as discipline)
- Having another participant apply the discipline
- **The use of physical restraints (manual or other)**

Note: If a participant becomes physically aggressive, becoming a threat to themselves or others, a properly trained staff can utilize a protective hug when all verbal interventions have been exhausted, and the individual presents an immediate danger to themselves or others. This is used as a **last resort** when all other means of de-escalation have failed, and action is needed to prevent injury.

Participant Behavior/Discipline Guidelines

Behavior Level	Violations Include:	Recommended Disciplinary Action
Category One	Program/activity disruption, defiance, disrespect, dishonesty, profanity, other center/program rule violations, physical acts towards others (Level 1) *	Center based consequences may include parent notification. Multiple/repeat incidents or more severe incidents may warrant brief suspension (1-3 days) ** <i>(May require an Incident or OOPS Report)</i>
Category Two	Verbal threatening, harassment, intimidation, racial slurs, possession of banned items/substance, gambling, false alarms, vandalism (minor), theft (minor) other safety violations, physical acts towards others (Level 2) *	Parent notification, possible suspension (1-6 weeks). Multiple/repeat incidents or more severe incidents may warrant lengthier suspension. <i>(Incident Report is required)</i>
Category Three	Vandalism (major), theft (major), extortion, weapons possession, breaking/entry, serious safety violations, physical acts towards others (Level 3) *	Suspension (3 months-1 year), possible expulsion. May include police action, payment of repair/replace costs. Multiple/repeat incidents or more severe incidents may warrant immediate and permanent expulsion (CRC-wide) <i>(Incident Report is required)</i>

* Physical acts towards others (categorized as Level 1, 2, or 3) will be evaluated based on several factors, including degree of provocation, intent to injure, and severity of act.

** Suspensions beyond one day from the program must be approved in advance by the Camp Coordinator/Service Area Coordinator.

Suspensions of three days or longer may require a parent/participant/staff meeting prior to reinstatement. This meeting may include the development of a behavior contract.

NOTE: Additional behavioral expectations may be established for specific programs. Violations of these program specific rules will be enforced as directed in supplemental parent/participant guidelines.

Review Process: If a participant (or parent/guardian of participant) believes the disciplinary action is unfair or unjust, a meeting to discuss the action may be requested. This meeting would include the CRC Staff member(s) observing the behavior/violation and the Camp Coordinator.

NOTE: These behavioral guidelines may not apply to participants with disabilities (those having submitted an Accommodation Request Form) as the Americans with Disabilities Act requires us to develop specific, individualized strategies (behavioral support plan) to address negative behaviors.

Parent Responsibilities:

- **Letters Home:** All letters sent home due to behavior must be signed and returned before the child may return to camp.
 - **Loss of Trip:** Participant is not permitted to come to camp the day of lost trip.
 - **Parent Called:** Parent has 1 hour after initial call to pick up their child.
-
- Consistent discipline problems will not be tolerated. If a change in behavior is not made, the result could be the dismissal from camp. *
 - With a cooperative effort by the child, these actions by staff and parents can be avoided.
 - **All employees will adhere to the same guidelines as the participants.**
If the child demonstrates behavior that requires frequent extra attention from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents.

Accidents/Emergencies

CRC takes every precaution to ensure the safety of all in our care. The following describes our procedures for weather emergencies and natural disasters.

CRC has devised several procedures to follow if an emergency occurs while a child is in the care of the center. In the event of fire or tornado CRC staff will follow the written instructions posted in each room utilized by the licensed program describing emergency evacuation routes and the procedures to follow to ensure that the children arrive at the designated spot. To prepare children for the unlikely need to evacuate they will take part in monthly fire drills, periodic tornado drills, and quarterly lockdown drills. A document of these drills is in the Camp Coordinator's Office.

Should we need to evacuate due to fire, weather condition, loss of power, heart/water to the building the written instructions posted in each room utilized by the voucher program describing emergency evacuation routes and the procedures to follow to assure the children and staff safety. A posted sign on the front door of the Recreation Center indicates that we have been evacuated and the location of where you can pick up your child. We make contact of parents/guardians as soon as possible to come and pick up your child(ren). If we cannot reach a parent/guardian, we will contact the emergency contacts listed on your child's application. CRC staff continue to take attendance into account for all children.

In the unlikely event there would be an environmental threat or a threat of violence, CRC staff will secure the children in the safest location possible. The written instructions posted in each room are utilized by the licensed program describing the procedures to follow to assure the children and staff safety. The Camp Coordinator will let all staff know at what level the threat is by the designated authority. We then will contact the parents/guardians as soon as the situation allows. In addition, an incident report would be provided to the parents/guardians in 24 hrs. time.

There is always at least one CRC staff member present that has received training in First Aid/CPR/Communicable Disease. In the event of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness were more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If a participant receives a severe bump or blow to the head, or for any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. **CRC staff may not transport children in their personal vehicles.** Only parents/guardians or EMS will transport. If a CRC staff member must accompany a child to the hospital, clinic, doctors, etc. for emergency treatment the staff person in charge will take the child's complete health record with him/her.

On the same day an accident or injury occurs, an incident/injury report will be completed, and given to the person picking up the injured child. A form will be completed if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child must be transported by EMS; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

Management of Illness

One of the goals of CRC is to provide children with a clean and healthy environment. However, we realize that children become ill from time to time. We ask you not to bring a sick child to the center. They will be sent home! Please also plan and have a back-up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Any symptoms associated with Covid19
- Temperature of 100 degrees F - in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stools within a 24-hour period)
- severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, Itching, or eye pain.
- Untreated skin patches, unusual spots, or rashes
- unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation

Lice: Severe itching and presence of lice and nits (eggs). When warranted, head checks will be done. An infected child can return to our program when all three conditions are met: 1) a head inspection is scheduled with our day camp director; 2) there are no nits, and all evidence of lice is gone. We encourage parents to talk to their child about the spreading of lice, i.e., sharing combs, towels, and hats etc.

- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing
- Any evidence of contagious diseases such as Covid-19, chicken pox, ring worm, and lice

Ring Worm: Common symptoms are itching, redness on the skin and a circular patchy lesion clearing at the center. Campers must have written medical clearance that ring worm is being treated and is no longer communicable prior to returning to camp.

Any child demonstrating signs of illness not listed above will be isolated in a designated space within the center, with a cot away from the rest of the children and will be carefully observed for symptom

changes. The Camp Coordinator will notify the parent/guardian immediately. If a parent/guardian does not answer the site, the Camp Coordinator will move on to emergency contacts based upon symptoms of the child. If a child does not feel well enough to participate in center activities the parent/guardian will be called to pick up the child. Any time a child is isolated they will be kept within sight and hearing of CRC staff. The cot and any linen used will be washed and disinfected before being used again.

Parent/Guardian will be notified if children have been exposed to a communicable illness. Children will be re admitted to the center after at least 24 hours of being free of fever without a fever reducing medication or in the case of COVID-19, with written confirmation of a negative test. If they are not symptoms free a doctor's note will be required stating that the child is not contagious.

All employees will adhere to the same guidelines as the participants.

Care of Non-Immunized Children

Immunizations or vaccines are critical to keeping your child and the other children in the program healthy. However, as required by the Ohio Department of Health, Ohio State law makes provisions for non-vaccination of children whose parents object to vaccines for medical, religious, or philosophical reasons. Therefore, in the event of an outbreak of any disease listed on the immunization exemption form, children without required vaccinations may be subject to exclusion from the center and/or classroom for the duration of the outbreak. This action is necessary not only to protect the child, but the remainder of the children and staff of the classroom.

Medications-

No medication, vitamins, or special diets may be administered until the Request for Administration of Medication for Child Care form (1217) is completed and signed by the parent/guardian, signed by the child's physician, and returned to the Camp Coordinator for review. Camp Coordinator/Site Administration and CRC staff will need to be trained in proper administration and the parent/guardian, and the Camp Coordinator will need to sign off on the document before medication can be stored on site and administered. Forms are available upon request at the Recreation Center. Parents must submit a new medication form(s) every 12 months. CRC's Division of Therapeutic Recreation will ensure that all programs and services offered by the Cincinnati Recreation Commission are in accordance with Title II of the Americans with Disabilities Act including the administration of medication or other medical supports that may be necessary. _

Only prescription medication will be administered. The medication must be in pill, capsule, or liquid form. Prescriptions must be in a clearly marked container from the pharmacy. The label must show the child's name, the dosage directions, doctor's name, and prescription number. Prescription medications will be administered in accordance with instructions on the label. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Administration of Medication form (Form 1217). Medications will be stored in a designated area inaccessible to children. School-age children may carry and administer their own emergency medication such as: inhaler/epi-pen/etc. Anytime a child is unable to maintain control of their emergency medication it must be handed directly to CRC staff responsible for the child.

Westwood Townhall Recreation Center oversees school-age children, we do not require immunization records for school age children that are enrolled in public, nonpublic or charter schools. However, if your child(ren) is home schooled and their immunization records are not monitored by a school system you will need to provide Westwood Townhall Recreation Center immunization records for said child(ren).

Meals and Snacks

Parents must provide their child with a healthy lunch and an afternoon snack. We do not have

refrigeration or a microwave accessible for children to heat or refrigerate any food that a child may bring into the center. No energy drinks are allowed.

Meal provided by the parent/guardian we encourage it to include, at a minimum, one serving of dairy, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains.

Toys and Electronics

Children are asked to leave **ALL** toys, handheld games, cell phones, etc. at home. Staff cannot, and will not, be responsible for children's toys/electronic devices. This policy may have exceptions made as needed, if determined to be a part of the appropriate accommodation for a participant through the inclusion assessment process. Exceptions will only be made as a part of a participant's inclusion plan, not by center staff.

Parent Participation

Parents are always encouraged to participate whenever possible in the activities at the center. Parents may have access to all areas of the building used for childcare during hours of operation. We require that any parent or guardian who wishes to stay with their child during the entire day complete a volunteer background check with the City of Cincinnati. CRC staff are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Your Camp Coordinator will have their hours of availability to meet posted near/in their office.

Note: We ask that parents/guardians get permission from the Camp Coordinator/Service Area Coordinator before making a visit.

If parents/guardians have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found:

1. Community Center Director (CCD)/Site Admin
2. Service Area Coordinator (SAC)
3. Supervising Recreation Coordinator (SRC)

Employees with concerns are asked to follow the same chain of command, starting with the Camp Coordinator. Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. CRC staff fully realize that you are trusting us with your little ones, and we want our relationship to be a good one.

Family Resource Form and Community Resources

The Family Resource Form should be completed annually to alert staff to any specific needs of the family and to maximize the support provided. Community resources are available upon request, please see Camp Coordinator. Some of these resources can be found on the Community Board located in the hallway, but specific resources will be provided based on the responses provided on the family resource form.

Parent/Community Grievance and Resolution Procedure

CRC always strives for open communication between staff, volunteers, parents, and the community. However, if a complaint or disagreement arises, we will do our best to resolve problems by using the following procedure:

Step 1

- A. Discuss the concern with your child's teacher and Camp Coordinator.
- B. Explain your concerns as clearly as possible with a request for some action to be taken to resolve the issue.
- C. If you are not satisfied with the response, put your concern in writing. List as many facts as you can and request a response.

Step 2

- A. Submit this written concern to the Camp Coordinator and Service Area Coordinator of the Recreation Center. Wait for a reasonable time (5 working days) for a satisfactory response.
- B. If you do not find the response to be satisfactory, proceed to Step 3.

Step 3

- A. Send your written concern, with the date that you submitted it, to the Recreation Programs and Services Division at 805 Central Ave Suite 800 Cincinnati, OH 45202.
- B. Be sure to include your name, address, and phone number.
- C. The Supervising Recreation Coordinator will respond within a reasonable time frame (5 working days). The response will indicate a date and time for a conference.
- D. If you do not find the response to be satisfactory, proceed to Step 4.

Step 4

This grievance procedure's highest level of appeal is to the Director of Recreation. In addition, any person who may wish to report a suspected violation by one of our centers may contact the Department of Children and Youth 513-946-0400 or Cincinnati Health Department at 513-357-7200 to make a complaint regarding the child day camp.

A Closing Note

If you have any questions or concerns, please call us. Camp Coordinator's office hours vary but are posted on the office door.

For further information please feel free to contact: Sharon (CCD, Camp Coordinator)

- **Center # 513. 662.9109**