



Iowa 4-H Center 2009 Parent Packet Day Camp Confirmation Materials

Dear Day Camp Parents,

In this packet you will find the information to help make your child's summer camp experience one that will last a lifetime! We have been planning for a fun and safe summer, and we are excited that your child will be spending time with us. Please take a few moments to read this information in its entirety, since some of our policies have changed for 2009. If you have any questions about the parent packet, please feel free to call our office. We will be happy to help you in any way possible. We look forward to seeing you soon!

Sincerely,

Traci Haselhuhn

Program Director, Iowa 4-H Center

BEFORE CAMP BEGINS

In order to give you the best possible service, the following must be completed and mailed to the camp address at least **two weeks prior** to your child's arrival to camp (faxes are accepted, but not preferred). These forms are also available to download from our camp website in the summer camp section, "I'm registered, now what?"

Deadlines for Forms:

Week 1May 25 th	Week 3June 8 th	Week 5..... June 22 nd	Week 7July 6 th
Week 2June 1 st	Week 4.....June 15 th	Week 6June 29 th	Week 8July 13 th

1. CAMPER HEALTH HISTORY (Blue Form, 4 sides)

Please print clearly in ink, sign where required, and attach a copy of your health insurance card as applicable. Day Campers **DO NOT** need to have a physician signed physical examination form done for camp! (Overnight campers are required to have one on file to meet our American Camp Association Standards).

2. PARENT CONFIDENTIAL (Salmon Form, front side)

In order to be most helpful to your child in his/her adjustment to camp life, to sympathetically understand him/her, and to direct his/her growth and development, we are asking for the following confidential information. This information is shared only with relevant staff, and will be used intelligently so that he/she can get the most from their camping experience. Your child will not see this form at camp.

3. PARTICIPATION AGREEMENT (Salmon Form, back side)

We require that a parent/guardian must sign the Participation Agreement and Behavior Policy for the child to attend camp. The day camper needs to sign the Behavior Policy section as well.

4. FORMS TO KEEP

- Bunk1 photos & email info. flyer (Yellow Form)
- Camp map & directions (do not follow MapQuest or Yahoo Directions)

5. FORMS YOU WILL SEE AT PICK-UP & DROP-OFF TIME

Day Camp Release Form: We prefer that day campers are dropped off and picked up by their legal guardians; however we understand that may not always be an option. For the safety of your child, **a camp staff member will have all adults sign-in their day campers each morning and list the person who will be picking them up at the end of the day.** It is imperative that we have in writing who is allowed to pick your child up from the day camp drop-off locations and sign them out. We will request a photo ID at the drop-off station and match it to the names on the form that were written earlier that morning. This process will be repeated **each and every day** of day camp, so look for the camp staff member with the clip board when you arrive for your first morning of day camp!

Day Camp Store Form: Day campers this summer will only be visiting the Camp Store on Fridays to purchase camp souvenirs. Afternoon snacks will instead be provided by the camp, rather than with money in the camp store as in the past. On Thursday evenings camp staff will hand out store forms to adults picking up day campers. The form will list all items for sale in the camp store and their price. It will allow parents to check off which items the day camper is allowed to purchase and a place to list how much money the parent is sending to day camp with the child the next day. **On Friday morning the day campers should arrive with their store form and money in a sealed envelope with their name on the outside.** Leftover money will be handed back to parents Friday afternoon during drop-off.

DROP-OFF / PICK-UP PROCEDURES

Due to our tight daily schedule and our pre-camp coordination of day camp transportation we are not able to accommodate early and/or late pick-ups and drop-offs of day campers during the summer. If your situation requires a flexible schedule, please contact the camp office and let us know your plans. Late pick-up arrangements may require an additional fee.

TOWN	LOCATION	PICK-UP TIME	DROP-OFF TIME
Ames	Brookside Park	between 7:15am and 7:45am	between 4:45pm and 5:30pm
Boone	Herman Park	between 7:15am and 7:45am	between 4:45pm and 5:30pm
Madrid	Edgewood Park	between 7:15am and 7:45am	between 4:45pm and 5:30pm
Ankeny	Northcreek Park	between 7:15am and 7:45am	between 4:45pm and 5:30pm
Luther	town park	as needed	as needed

This summer we are waiting to let day camp families know detailed transportation plans until closer to the start of camp. We will be in contact with each family before each day camp session begins to let you know the more specific times the vans will be at each location. We plan to do this on a week-to-week basis so alterations may be made once all the day camp registration numbers are in. We appreciate your patience with this new system and we hope this will help us avoid the last minute schedule changes that we have had in the past. If you have any questions or concerns about this new policy, please call Traci at 515-795-3338.

PICK-UP DETAILS: A map is included in this packet for the location you chose as your pick-up and drop-off location. You may also choose to bring your camper directly to the Iowa 4-H Center at 8:00am each morning, but please call us ahead of time if this is the option you choose so we can give you further drop-off details. Please do not leave your child unattended until 4-H camp staff arrive at the pick-up locations. We prefer for all campers to be checked-in by their parents or legal guardians at the pick-up location, if that is not an option, then the adult filling in for the parent on the first day of day camp must be sure all payment and forms are completed before check-in day. Campers who are not checked-in by their legal guardians may not be able to participate in activities if paperwork is not filled out completely. **Camper check-in consists of a daily signature by the parent/guardian and listing of the adult who will be picking up the camper at the end of the day. Campers are not allowed to check themselves in. On Monday morning (the first day of day camp) our staff will collect camper medications and perform a quick health check. On Friday van drivers will collect store money.**

If you are not at the pick up/drop off location our drivers will call the camp office to determine if you had contacted them. If there is no message, they will contact you at home or on your cell phone. Camp vans must stick to a schedule, so they cannot wait long for late arrivals, so please be on time.

DROP-OFF DETAILS: **At drop-off on Friday the camp staff will return left over store money and camper medicine to you.** Our staff will stay at the drop-off locations until all campers have been picked up by their parents or guardians. If you choose to have your campers walk home from the drop-off location, we will need a signed note to this effect, as the Iowa 4-H Center is liable for their well-being. Reminder: Day Campers staying over for the Day Camp PLUS events will NOT be transported home at the end of the day camp week. It is the Parent's responsibility to arrive at camp on Saturday morning at 10:00am to attend our closing ceremonies and pick up your day camper.

QUESTIONS: If there are any questions that arise while waiting for the camp vans or you have concerns about the van procedures, please call the camp number at 515-795-3338. We do our utmost to be on-time to pick-up and drop-off locations but camp life is sometimes unpredictable. If the vans are running late, we will initiate a call list of parent cell phone numbers to alert you to any delays. We greatly appreciate your patience!

BOOSTER SEAT LAW: If your day camper is 4, 5, 6, or 7 and does not weigh 80lbs or is under 4'9" we require parents to provide camp with a booster seat for their camper to safely be transported to day camp in our camp vans. Thank you!

VAN SAFETY RULES:

- At no time are we allowed to have more than 13 campers in each camp van. The vans hold 15 people, but the front two seats are for adults only, so the driver and a second staff member will sit in those seats.
- Camp vans contain emergency accessories such as a cell phone, list of campers in their van and their parent's phone numbers, health forms of all participants who may be riding in the van, a fire extinguisher, reflectors, and a first aid kit.
- All camp van drivers are required to be trained and secure in driving the vans during staff training. All drivers also have background checks performed on their driving records by Iowa State University and must pass that check and have a valid drivers license to be allowed behind the wheel.
- All of the vans are leased from Iowa State University who cares for the routine maintenance of the vans.
- Van drivers are instructed not to drive the vans unless all campers have their seatbelts on and buckled. If seatbelts come off while in route they are to pull over until campers are re-buckled.

HEALTH AND SAFETY AT CAMP

GENERAL: The Iowa 4-H Center's Health Center is staffed twenty-four hours a day by a Health Director and Volunteer Camp Registered Nurse responsible for the overall care of the entire camp population. All program and counseling staff are required to have current certifications in First Aid and CPR. When health matters require it, campers will be driven into town and seen by a physician. Finally, Boone County Hospital is located about 15 minutes away; if necessary, an ambulance may be dispatched to pick up an injured person. Parents or emergency contacts will be notified right away if a child requires a hospital or doctor visit. In the event of injury or extended illness, the Health Staff and Program Director may decide that the camper should return home. If a child cannot remain in camp due to illness or injury, it is the family's responsibility to pick up their child as soon as possible. All medications are stored and locked in the Health Center. This policy is for the safety and welfare of all participants at camp and to discourage misuse or inappropriate behavior. It is also a camp accreditation requirement for American Camp Association.

HEALTH SCREENING: The Iowa 4-H Center is not responsible for any preexisting medical conditions prior to the first day of the session. On each Monday of Day Camp a health screening will be performed with each participant by our health care staff. This health screening is a non-evasive procedure that looks for common communicable health items such as lice or athlete's foot. We ask that a parent/guardian be present during this procedure, which will take place at the pick-up location on Mondays before departing for camp. Any child with lice will be asked to forfeit the session and a refund will be issued.

MEDICATION: In addition to noting medicine(s) your child may require on the Health Form, please follow these steps:

- Medication must be in original container with original label including easily read and understood pharmacy instructions. If you would like to add a note or personal instructions, you are welcome to do so.
- All medication must state: camper's name, doctor & phone number, name of medication, dosage, and frequency
- Please be sure to include enough for each day of day camp.
- Give all medications to the Health Staff during the health check each Monday when we pick up your day camper.
- Any "bee-sting kits" or asthma inhalers may be kept on the child's person as requested by the parent.
- Please be aware that the camp Health Center cannot perform injections.

FOOD SERVICE: The Iowa 4-H Center strives to offer healthy and tasty meals. Menus are prepared by a food service professional and reviewed by a licensed nutritionist to be sure they meet standards for healthy eating. Peanut butter and jelly and a salad bar are always available as an alternative at lunch. We also encourage all campers to drink at least one glass of water at each meal to avoid dehydration.

MOSQUITO BITES & SUNBURN: We cannot guarantee that your child will not be bitten by mosquitoes or get sunburned while he or she is at 4-H camp. However, we do train our staff members to encourage campers to protect themselves against both. We recommend that you send both bug repellent containing an appropriate percentage of DEET, and sunscreen of an appropriate SPF, for your child. The counselor's job description requires that they encourage their campers to apply sunscreen prior to exposure to the sun, and to apply bug repellent and put on long pants and shirts prior to outdoor evening programs. Reminders to apply these and assistance with applying them will also be offered regularly.

POISON IVY: There is poison ivy at camp. We do our best to eliminate it from areas frequented by campers, but we can't get it all. Note severe allergies on the Health Form. Campers are treated with calamine lotion or hydrocortisone cream as needed.

INSURANCE: The Iowa 4-H Center provides a basic insurance coverage for all participants; however the family insurance would be considered the "second provider." You may need to pay some bills and be reimbursed by our carrier.

THE "BUDDY SYSTEM": In order to account for all persons at all times, everyone at camp uses the "Buddy System". This means that anytime you go anywhere, you take someone with you. It is very important that all campers understand this policy! This allows us to have more fun while remaining safe.

BULLYING: The Iowa 4-H Center has adopted a zero tolerance policy on bullying of any kind. There are several different kinds of bullying including **physical** (hitting, tripping, holding door closed), **verbal** (name calling, belittling, humiliating) and **social** (exclusion, singling out for ridicule, coercion). Camp will not tolerate these behaviors at any age from male or female campers, on or off camp in person or via electronic devices. If a child cannot remain in camp due to bullying or other inappropriate behavior, it is the family's responsibility to pick up their child as soon as possible. Refunds of the day camp registration fee will be at the discretion of the Camp Director.

HOT DAYS: To avoid dehydration, each Day Camper will receive a camp water bottle to carry with them.

COMMUNICATING WITH YOUR CHILD

CAMPER EMAILS & PHOTOS: Included in this Parent Packet is a flyer from Bunk1.com on how parents can send their campers e-mails and view daily photos while they are at camp. The flyer lists a Bunk1.com access code to purchase Bunk Note credits from their website. Campers will receive e-mails after lunch each day. Please note, campers do not have access to computers, so they will not be able to email you back. New photos will be uploaded regularly each week during the summer. There is no fee to view the photos, but parents can pay to purchase the photos on-line. This service will allow you to stay in touch with your campers all week long!

PHONE CALLS & EMERGENCIES: Campers are outside and involved in activities during the day and are not available to receive phone calls. We do not allow campers to make phone calls from camp. If you would like to find out how your camper is doing, please leave a message with the camp office, and we will call you back with a report. The camp office is staffed from 7:30am to 4:30pm Monday through Friday. After business hours, the staff member on duty will check messages frequently and will respond to all emergency calls as soon as possible. We will respond to all other calls during the next business day.

VISITORS: We do not allow visits during the camp sessions. Experience has shown that visits disrupt the camp routine, detract from the counselors' ability to effectively manage their camp groups, and increase the level of potential homesickness for the child being visited and/or his or her peers. If you want to see the facility before camp starts, you may call the camp office to arrange a visit any time between May 18 and June 7, 2009. You may also attend our Camp Open House on June 3rd from 5:30 to 8:00pm

EMAIL ADDRESSES & CELL PHONE NUMBERS: Last summer our Ames drop-off location flooded and we needed to make alternative arrangements. Sometimes when our camp schedule gets behind our camp vans may be running behind. The Day Camp Director may need to contact parents about bringing creek walk shoes during a particular theme week. Due to these and other unforeseen circumstances, it is imperative that the camp office has an email address that day camp parents will check on Sunday evenings each week, as well as a cell phone number to use for changes in pick-up & drop-off plans. Thank you!

GENERAL CAMP POLICIES & INFORMATION

PAYMENT: A \$30 deposit is required to confirm each Day Camp session. This is a non-refundable and non-transferable service charge. We request that the balance of amount due from the camper be paid in full and received by the Iowa 4-H Center at least **TWO weeks** before the event begins or your spot may be forfeited. Make checks payable to "Iowa 4-H Foundation". There is a \$25 service charge on all returned checks.

REFUNDS, CANCELLATIONS, & SESSION CHANGES: The registration deposit fee is not refundable under any circumstance. Cancellations made within 14 days of your camper's arrival at camp cannot be refunded, due to fixed expenditures which will have already been paid for by the camp. Fees for programs will be refunded only when campers are unable to complete the program due to an illness or medical issue requiring a physician note. Refunds are disbursed in the same form in which payment was made. Homesickness and disruptive behavior are not conditions for refunding. **Should it be necessary for you to change your camper's session, a \$25 transfer fee will be charged after May 15th.**

PARENT & CAMPER EVALUATIONS: We appreciate your immediate comments and feedback about our staff and program. If you see or hear of a problem with any part of our program or staff, please contact the Camp Office so immediate corrections can be made. Our Camp Director is available to answer your questions or concerns. Please do not hesitate to call or stop by the Camp Office.

TAX REFUND: Because Day Camp is often an alternative to day care for many parents, you can choose to include the cost of day camp on your taxes next year. The Iowa 4-H Center's Federal Tax ID number is 42-6061606. Please save this information!

DID YOU KNOW? Many of the activities at camp are also offered on a year-round basis through 4-H Clubs. For more information about 4-H Programs offered in your area, contact your local extension office. The Iowa 4-H Center is also open year-round for camp and retreat rentals; call the camp office for details or check out our camp web site at: www.iowa4hcamp.com.

DAY CAMP OPEN HOUSE: If you have any questions about Day Camp and our procedures – our Open House is the perfect time to ask us! We are offering a Day Camp Open House for campers and their families to come and check out the camp, meet the Day Camp Staff, and ask any questions you have! Refreshments will be served and camp tours will be offered on Wednesday, June 3rd from 5:30 to 8:00pm. Join us for a picnic dinner and try out the climbing tower! This is a great opportunity for the day campers to become accustomed to the camp surroundings if they have never been here before and to give the parents an idea what their camper's will be experiencing each day. If this time does not work with your family and you would still like to visit camp, please call our office to arrange a tour.

CAMP PACKING LIST

Below is a Checklist that can be used to pack your campers belongings. If you have any questions about any of these items please call the camp office at 515-795-3338.

Please remember that you are sending your child to an outdoor camp environment where their clothes could easily get muddy, wet, stained, etc. during our daily activities. PLEASE dress them in old clothes and shoes and send an extra clean set of clothes in their bag each day. Also remember to label EVERY item of clothing with your child's full name!

Weekly Items (send these on the camper's first day of day camp and they can stay at camp until their very last day)

- **Paint shirt** - for daily craft activities which can be left at camp all week
- **Rain coat, sweatshirt, or jacket** – if the weather calls for rain or a chilly day
- **Hat and/or sunglasses**
- **Bug Spray & Sunscreen**

Daily Items (these should be sent in a back pack or other zippered bag with the camper's name well-marked on the outside)

- **Extra set of clean play clothes each day** – including clean socks & underwear. All items should be labeled!!
- **Tennis shoes** – For their comfort and safety in our active outdoor program, campers are required to wear socks and tennis shoes to camp. Flip flops or sandals will only be allowed at the swimming pool.
- **Towel & swim suit** – May be left at camp each night to air dry, if you choose

Day Camp PLUS Overnight Packing List (bring on Friday)

- **Sleeping bag or bedding & pillow**
- **Pajamas**
- **Shower items**
- **Clean clothes for Saturday**
- **Flashlight**

The Iowa 4-H Center *will not* assume liability for lost, stolen, or damaged personal property. **All clothing and personal items should be clearly marked with your child's full name.** Goodwill locations will receive all unclaimed items after September 1st.

DO NOT BRING: knives, fireworks, expensive jewelry or cameras, markers of any kind, food, gum, spray cans (including shaving cream and silly string), pocket cash, PETS, expensive clothing, alcohol, tobacco, drugs, and firearms, electronic/hand held video games, radios, walkmans, MP3 players, CD players, iPod, cellular phones, pagers, DVD players, or any items with offensive logos, illegal substances or inappropriate messages.