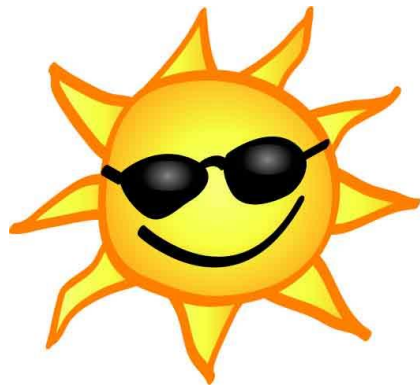




PADUCAH PARKS & RECREATION
ALWAYS SOMETHING TO DO!

Summer Camp



Parent Informational Packet

Amie Clark
Director



Phone: 270-444-8508
Fax: 270-444-8627
www.paducahky.gov

City of Paducah
Parks and Recreation
P O Box 7265
Paducah, Kentucky 42002-7265

April 19, 2021

Dear Parents:

We are looking forward to the opportunity to work with you and your camper(s) this year in our Summer Camps. We are excited about the new ideas and activities we have scheduled to keep your camper(s) interested and busy every day. We hope that your camper's experience this summer will be nothing less than fun and exciting.

This packet has been developed to guide you through the procedures of our camp and answer any questions you may have concerning the camp. Please read the following information very carefully as it contains valuable information for both you and your camper(s). Details about all of our summer camps are included in the packet to provide you with the most information possible.

Thank you so much for allowing us to work with your camper(s) and your family this summer. We know that they will have a wonderful time.

Sincerely,

James Weems
Recreation Specialist
Paducah Parks and Recreation

Summer Supplies Checklist

Please remember that your camper is going to be outside all day long.

1. Required Items - Daily

- Tennis Shoes (NO SANDALS)
- Play Clothes (t-shirts and shorts/pants)
- Bag/Backpack to keep your camper's belongings in (on pool days)
- Swimsuit and Towel - Must be a swimsuit that is approved by the pool; boy's trunks must have a mesh lining inside, camper(s) cannot wear regular clothes/gym shorts into the pool. Children who do not have appropriate swimwear will not be permitted to swim (pool rules).
- Sun block
- **Absolutely no electronics of any kind will be allowed at camp.** If campers bring electronics their leader will hold them until the end of the day. This includes cell phones. Parks and Recreation cannot be held liable for stolen or lost items.

2. Inclement Weather

- Camp will meet as usual unless otherwise specified. If morning weather conditions are unfavorable, please call our cancellation line at 270-444-8621 for cancellation information. The line will be updated at least 30 minutes prior to the start of camp.
- PreK camp will stay at the Arts & Crafts Building. K-5 camps will shelter at a safe building, such as Noble Park Pool, Robert Cherry Civic Center, or the Paducah Parks & Recreation Office Building. Camp leaders will contact parents on when and where their child must be picked up if camp ends early due to inclement weather

3. Field Trips and Special Events

- There will be no field trips this camps season.

4. Pool Days

- Please send your camper with appropriate swim attire, towel, and sun block on their scheduled pool days. Swim shoes are permitted but not required. Swim days can change based on other scheduled activities and field trips.
- Pool days will be decided at a later date.

5. Summer Food Program

- Breakfast and lunch will be provided through the Summer Food Program. A calendar of scheduled lunches will be available in our office. Please note any food allergies on the registration form.

Discipline and Behavior Management Policy

Paducah Parks and Recreation works hard to provide an environment that is fun, educational, recreational, and safe for all of our campers. Therefore, we WILL NOT tolerate bad behavior from our campers.

We do our best to reward camper(s) for good behavior, but when necessary we will sit camper(s) out during games, activities and pool time.

Unacceptable behavior:

1. Hurting other campers, staff, or one's self
2. Leaving designated area without permission
3. Destruction of property
4. Profanity and/or disrespectful language
5. Threatening violence to other campers or staff
6. Jeopardizing the health and/or safety of other campers or staff
7. We will not tolerate fighting. Fighting will warrant a 3-day suspension unless supervisor decides otherwise. Repeat offenses will warrant expulsion from the program for the summer without refund.

Discipline for unacceptable behavior will be determined by the Coordinator and Supervisors and will depend on each case individually. Suspensions and length of suspensions will be determined based on the severity of each case.

Be sure to go over this policy with your camper(s) before camp begins. It is very important that your camper understands this policy.

Refunds will not be issued to families whose camper(s) have been suspended from camp for any number of days.

Pick Up and Drop Off Option Procedures

1. The Pick Up and Drop Off Authorization section on the registration form **MUST** be completed and on file for each camper.
2. Changes to Pick Up Authorization Forms:
 - a. Changes may not be made directly on the original form. IF changes are necessary, the original authorizer must complete a new form and turn it in to the office.
 - b. Any changes, additions, or deletions warrant completion of a new form.
3. Authorized persons **MUST** sign the camper in and out each day. Only those individuals listed on the Pick-Up Authorization Form will be allowed to pick-up camper(s). **PICTURE I.D. IS REQUIRED FOR ALL AUTHORIZED INDIVIDUALS.**
4. If someone comes to pick up a camper and we do not have record of them on our rosters, they **WILL NOT** be allowed to leave with any camper, whether they provide ID or not.
5. If someone comes to pick up a camper and does not have a Picture ID with them, they **WILL NOT** be allowed to leave with any camper.
6. Situations involving court orders and/or custody require special attention. Please contact the office directly if you fit into these circumstances.
7. Camper(s) in the program are unable to sign themselves in and out. Authorized individuals **MUST** be at least 18 years old.
8. **PARENTS MAY DROP OFF CAMPER(S) NO MORE THAN 15 MINUTES PRIOR TO THE START OF CAMP. ALL CAMPER(S) NEED TO BE PICKED UP PROMPTLY AT THE END OF THEIR CAMP PROGRAM.**
9. Campers **MUST** be signed out before leaving camp for the day. If pick up is necessary before the camp day ends and pick up procedures have started, individuals picking up campers **MUST** find their camper's leader(s) and sign them out before taking their camper(s).

Camp Descriptions

Summer Camp – PreK: Ages 4 & 5

Camp for children ages 4 & 5 years old. Camp meets Monday – Thursday from 9 a.m. to 3 p.m. Camp meets at the Arts & Crafts Building. First week begins June 14 and follows a gardening theme. The second week begins June 21 and follows a lady bug and friends theme. The third week begins July 12 and follows a farm animals theme. The fourth and final week begins July 19 and follows a summertime fun theme. Each week will follow a certain theme and weekly activities that include games, arts & crafts, projects, sports, pool days, and more. Parents will drop off and pick up their children at the Arts & Crafts Building in Noble Park. Camp will not meet the weeks of June 28 – July 1 and July 5 – 8. Breakfast & lunch is provided through the Federal Food Program. Cost is \$40 per week for each camper.

Summer Camp – Kindergarten – 2nd Grade

Camp for children who have graduated K – 2nd grade (Must have completed Kindergarten). Camp meets Monday – Thursday from 8:30 a.m. to 4:30 p.m. Camp meets at Shelter 16 in Noble Park. TV/Movie week begins June 14. Olympic week begins June 21. STEAM week begins July 12. All-Ball week begins July 19. Each week will follow a certain theme and weekly activities that include games, arts & crafts, projects, sports, pool days, and more. Parents will drop off and pick up their children at Shelter 16 in Noble Park. Camp will not meet the weeks of June 28 – July 1 and July 5 – 8. Breakfast lunch is provided through the Federal Food Program. Cost is \$40 per week for each camper.

Summer Camp – 3rd Grade – 5th Grade

Camp for children who have graduated 3rd-5th grade (must have completed 3rd grade). Camp meets Monday – Thursday from 8:30 a.m. to 4:30 p.m. Camp meets at Shelter 19 in Noble Park. TV/Movie week begins June 14. Olympic week begins June 21. STEAM week begins July 12. All-Ball week begins July 19. Each week will follow a certain theme and weekly activities that include games, arts & crafts, projects, sports, pool days, and more. Parents will drop off and pick up their children at Shelter 19 in Noble Park.

Camp will not meet the weeks of June 28 – July 1 and July 5 – 8. Breakfast & lunch is provided through the Federal Food Program. Cost is \$40 per week for each camper.

Leadership by Bike Camp

Camp for 12 – 16 years. A week of freedom, leadership, and fun by bike design around discovering Paducah's exceedingly awesome places. For five days, campers get a fascinating first-hand taste of Paducah's sometimes forgotten, off-the-beaten-path neighborhoods, fantastic array of local food, incredible history, legendary social movements, vibrant mural art, grand architecture, natural wonders of parks, and so much more! All this while learning to be a skilled bicyclist, meeting new friends, and discovering personal strengths of character.

Adventure by Bike Camp

Camp for 12 – 16 years. For 5 days, campers will have the time of their lives riding, building skills, hanging out, and exploring last minute adventures to tackle. They will ride, climb, ramp, swim, get muddy, have crazy fun, and get stronger every day. Be ready to get hands and wheels dirty, practice skills, chill in the woods, and take on new challenges. This is a great camp for riders who have already completed "Leadership by Bike," those who love a challenge, or are already strong riders.

COVID 19 Related Policies and Procedures

- Summer Camps are divided into age groups with limited capacities.
 - PreK
 - Kindergarten – 2nd Grade
 - 3rd Grade – 5th Grade
- Limited Capacity: 20 campers per camp for K – 2 and 3 – 5 and 10 campers for PreK camp
- Masks are REQUIRED for drop off and pick up at Shelter 16, Shelter 19, and Arts & Crafts Building locations. Parents should generally stay in their car during pick up and drop off.
- If parents or participants are sick or not feeling well, please stay home.
- Masks will be worn by staff in locations where 6 feet social distancing is not possible.
- Regular handwashing will be conducted by staff and participants.
- Hand sanitizer will be available for the camp.
- 6 feet social distancing when possible.
- There will be regular sanitization of equipment and facilities.



PADUCAH PARKS & RECREATION
ALWAYS SOMETHING TO DO!

Summer Camp Registration Form

Program Information:

Mark each week of camp you would like to register for. Payment is due at the 2 of registration.

Summer Camp PreK

- 6/14 – 6/17 Gardening Week
- 6/21 – 6/24 Lady Bug and Friends
Week
- 7/12 – 7/15 Farm Animals Week
- 7/19 – 7/24 Summertime Fun Week

Cost: \$40 per week
Time: 9:00 AM-3:30 PM

Summer Camp K - 2

- 6/14 – 6/17 TV/Movie Week
- 6/21 – 6/24 Olympic Week
- 7/12 – 7/15 STEAM Week
- 7/19 – 7/24 All-Ball Week

Cost: \$40 per week
Time: 8:30 AM-4:30 PM

Summer Camp 3 – 5

- 6/14 – 6/17 TV/Movie Week
- 6/21 – 6/24 Olympic Week
- 7/12 – 7/15 STEAM Week
- 7/19 – 7/24 All-Ball Week

Cost: \$40 per week
Time: 8:30 AM-4:30 PM

Camper's Info:

Name (first, last): _____ Gender (circle one): M F

Date of Birth: _____ School Grade (2020-2021 school years): _____

E-mail address: _____

Health Information: Please provide any and all health information in the space provided below. Include all allergies and regular medications taken. (Note: Medications taken during the camp day must be child or parent administered.)

Primary Guardian: (first, last name)

Secondary Guardian: (first, last name)

Address, City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Emergency Contact Phone: _____

(Notify us IMMEDIATELY of changes in contact information. There are instances (inclement weather or illness) that require staff to be able to contact family immediately.)



PADUCAH PARKS & RECREATION
ALWAYS SOMETHING TO DO!

Emergency Contact Information

Please note: The individuals on the emergency contact list will be notified if we are unable to reach the primary and secondary guardians. The primary and secondary guardians should not be listed on emergency contact list.

Emergency Contact: (first, last name)

Name: _____

Address, City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Emergency Contact Phone: _____

Emergency Contact: (first, last name)

Name: _____

Address, City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Emergency Contact Phone: _____

Emergency Contact: (first, last name)

Name: _____

Address, City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Emergency Contact Phone: _____

(Notify us IMMEDIATELY of changes in contact information. There are instances (inclement weather or illness) that require staff to be able to contact family immediately.)

Pick Up and Drop Off Authorization

Please list ALL of the people that will be dropping off or picking up your camper(s) at our summer camp programs. **This list will not be used to contact in the case of an emergency.** Please include working phone numbers for each person. If any person comes to pick up your camper and they are not listed here your camper will not be able to go with them. All of the people listed will need to present a picture ID when picking your camper up, and must be at least 18 years of age.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I understand that this event is potentially hazardous, and that I (or my camper) should not enter and participate unless medically able and properly trained. I assume full responsibility for any injury or accident which may occur while traveling to or from the event, during the event, or while on the premises of the event. I also am aware of and assume all risks associated with this event, including but not limited to falls, contact with other campers, effects of weather, traffic and conditions of the road.

I hereby release the City of Paducah, Paducah Parks and Recreation, and each of their agents from any liability arising out of my or my camper's participation in this event. This waiver includes any and all claims, whether caused by negligence or the action or inaction of any of the above parties.

The Paducah Parks and Recreation has put in place preventative measures to reduce the spread of COVID-19 and has met the recommendations of the Centers for Disease Control and the State of Kentucky whose recommendations were based upon scientific data regarding COVID-19. However, the Parks and Recreation Department cannot guarantee that I, or my guests, will not become infected with COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I, or my guests, may be exposed to or infected by COVID-19 at any point during our use and rental of Park and Recreation Department facilities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or

infested by COVID-19 at the Park and Recreation Department facilities may result from the actions, omissions, or negligence of myself and others.

I voluntarily agree to abide by all social distancing guidelines yet I understand that I assume all of the foregoing risks and accept sole responsibility for any injury to myself (including but not limited to personal injury, disability, and death), illness, damages, loss, claim, liability, or expense of any kind, that I or my guests may experience or incur in connection with my rental and use of facilities at the Parks and Recreation Department. On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the Parks and Recreation Department and the City of Paducah, their employees, agents, and representatives, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to use and rental of such facilities. I understand and agree that this release includes claims based on actions, omissions, or negligence of the Parks and Recreation Department and the City of Paducah, Kentucky, their employees, agents, and representatives, whether a COVID-19 infection occurs before, during or after my use and rental of Parks and Recreation Department facilities.

I hereby grant full permission to use any photographs, videotapes, motion pictures, website images, recordings or any other record of this event.

Signature of parent or guardian

Date