



LADC Frequently Asked Questions 2013

********* *There will be parent orientation sessions scheduled for the week prior to the start of camp. It is mandatory that parents/guardians attend one. At that time you will find out what group your child is in and meet their counselors and Day Camp staff. We will review all camp policies and procedures and go over forms and paper work. Staff will be available to answer questions and we will hand out detailed information about the upcoming trips and activities as well as the Parent Information Packet. You will also have the opportunity to check out the facilities. All children that attend will receive a camp coin, which is part of our incentive program. ******

SCHEDULE/PROCEDURES

Question: What are the hours of Little Apple Day Camp (LADC)?

Answer: 7:30 a.m.-5:30 p.m., Monday-Friday.

Question: Where does LADC take place?

Answer: LADC is located in the Jon & Ruth Ann Wefald Pavilion (Pavilion). The Pavilion is located in the Manhattan City Park. This is where you will drop off and pick up your child.

Question: Do I need to sign in my child every morning?

Answer: Yes, a sign in/out book is located on the front table as you enter the Pavilion. All parents must sign their child in and out every day, please do not allow your child to sign in or out.

Question: What if I need to pick my child up early?

Answer: An early release form is located on the front table as you enter the Pavilion. Please fill out the required information on the release form if you need to pick up your child early. The day camp staff will have your child ready for pick up at the desired time and location.

Question: What if I'm not able to pick my child up, is it okay for my sister to pick my child up instead?

Answer: Yes, a family member or neighbor may pick up your child as long as you have included his/her name on the Health Assessment form, which can be found in the parent information packet. However, if you would like for someone who is not included on your list to pick your child up, you must give the Day Camp Director a signed note of permission.

Question: What is the schedule for the day?

Answer: The following is a **very general** schedule of how our day is broken down:

7:30-8:15 a.m.	Drop off, camper free time
8:15-10:00 a.m.	Welcome and daily briefing. Group activities: Art, sports, leisure
10:00-10:30 a.m.	Snack time
10:30-11:45 a.m.	Group activities: Art, sports, leisure
11:45 a.m.-12:45 p.m.	Lunch
12:45-1:00 p.m.	Preparation for afternoon activities
1:00-3:00 p.m.	Afternoon activities, water games/pool
3:00-3:30 p.m.	Snack time
3:30-4:30 p.m.	Continued activities
4:30-5:00 p.m.	Camper free time
5:00-5:30 p.m.	Pick up

Late fee will apply if your child is not picked up on time. Please be prepared to pay it the following camp day.

Question: What happens if there is inclement weather while my child is at camp?

Answer: LADC runs every weekday, regardless of weather conditions. Activities maybe adjusted to inside the pavilion rather than outside. In case of stormy or tornado-like weather, we will move all of the campers to the appropriate storm shelter area.

STAFFING

Question: How many counselors are on the LADC staff?

Answer: We hire a Day Camp Director, three Day Camp Coordinators, and four Counselors for each age group of 40. We require our counselors to have 2 years of college, and have experience working with children as well as First Aid, CPR, and AED certified.

Question: How do you put the children into groups?

Answer: We will place the campers in one of three age groups, from K-7.

Question: Will my child's counselor be waiting for him/her every morning?

Answer: Your child's coordinator and one of counselors will start at 7:30 a.m. During morning free time, the counselors' main responsibility is to interact with the children while the children play leisure games or an outdoor game. This allows the counselors the opportunity to interact with all of the children in camp, not just the campers in their groups. If you have a specific question or concern that you would like to discuss with your child's counselor and you are having trouble locating the counselor, please see the Day Camp Director. One of your child's counselors should always be available, just ask. A meeting can also be scheduled for you and the counselor.

Question: Where will my child keep his/her things?

Answer: Your child will have a hook on the north wall for your child's bag/towel. Do not bring unnecessary items!

PAPERWORK

Question: Do I have to have all the forms/paper work filled out to register?

Answer: **Yes.** You must turn in a completed **Health Assessment Form** (front and back), **Authorization for Emergency Medical Care** with **Parental Permission Form** on the back, along with the completed **Registration Form**. These forms are available at the Parks and Recreation Office.

Question: Are there other forms I will need?

Answer: Maybe. If your child has not attended school in the state of Kansas you will need a **KDHE Immunization** form. If your child needs to take medications you will need to fill out the **Authorization for Short or Long Term Medications forms**, these forms are available on the KDHE Website or in the Parks and Recreation Office upon request.

Question: Do I have to have my child's paperwork notarized?

Answer: Yes. Your notarized signature ensures that your child will receive emergency medical care when we are on an out-of-town field trip.

Question: Does my child need a physical to attend LADC?

Answer: No, your child doesn't need a physical to attend LADC. However, you do need to fill out the Health Assessment form that can be found in the parent information packet.

Question: Do you need my child's shot record information?

Answer: It depends. If your child DID attend a public school or an accredited non-public school in Kansas, Missouri, or Oklahoma during the previous school year, then we DO NOT need his/her shot records. If your child DID NOT attend a public school or an accredited non-public school in Kansas, Missouri, or Oklahoma during the previous school year, then we DO need his/her shot records. You can either bring in a copy of his/her records, or you can fill his/her shot record information out on the Health Assessment form located in the parent information packet.

Question: What if my child needs to take a daily medication?

Answer: If your child needs any medication administered to him/her, proper authorization papers MUST be filled out. Please see the Day Camp Director to fill out the appropriate paperwork.

FIELD TRIPS/ACTIVITIES

All trips and activities are inclusive in the cost of camp. All children and staff will attend all field trips at no extra charge.

Question: Will my child need to bring extra money to field trips?

Answer: No, please do not send any money with your child to camp.

Question: What kind of transportation does LADC use for field trips?

Answer: LADC uses Arrow Charter buses and the City of Manhattan Bus driven by an MPRD staff member who has a valid Kansas CDL.

Question: Do you have any special activities for the 5th-7th graders?

Answer: They will focus on community service and stewardship, as well as special activities.

Question: Can I attend field trips with my child?

Answer: Yes, however, you will need to provide your own transportation and purchase any tickets. Please inform the Day Camp Coordinator if you are interested in participating in a field trip.

GENERAL

Question: What should my child bring to camp?

Answer: Your child should bring a backpack/bag packed with a water bottle, swimming suit, and towel (everyday).

All valuables (money, toys, CD players, computer games, etc.) must be left at home. Please be sure to mark your child's name on all of his/her belongings. We will have a Lost & Found, but unclaimed items will be donated to the Salvation Army at the end of each session.

Question: What should my child wear to camp?

Answer: Comfortable clothes! At LADC, we believe in hands-on participation, which means that our campers get a bit dirty at times. With this in mind, we encourage campers to wear clothing that is okay to get dirty. On field trip days, campers are required to wear their LADC t-shirts, shoes, and socks. All field trips involve lots of walking or activities where shoes and socks are needed. Sandals, flip-flops, and thongs are **NOT** recommended unless we are at the pool.

CHILDREN CANNOT WEAR JEWELRY ON WATER SLIDES – KEEP VALUABLES AT HOME. GROMMETS (METAL) NEED TO BE REMOVED FROM SWIMSUITS.

Children must wear their camp swim shirt in order to swim or participate in water park activities. One swim shirt will be provided.

Question: Who should I speak to if I have any questions or concerns?

Answer: Please feel free to express any questions or concerns with the Day Camp Director. If you feel that your question or concern has not been resolved, please contact Kathy Swan, Recreation Supervisor, at the Parks and Recreation Department Office, 587-2757. We will do everything in our power to ensure that your questions are answered and your concerns are addressed.

Question: Can I pay for camp after the Parks and Recreation Office closes for the day at 5:00 p.m.?

Answer: Yes, please enclose your payment in an envelope that is clearly labeled with your child's name and the specific session and/or field trip for which the money should be receipted. Deposit the envelope inside the drop box located beside the front door of the Parks and Recreation Office. Please do not give the payment to camp staff. A receipt will be mailed to you the next business day.

Question: What if my child becomes ill at camp?

Answer: A camp staff member will call you to let you know that your child is ill. The two of you will then determine whether your child should stay at camp.

Question: Will snacks be provided for my child?

Answer: Yes, we provide a morning and an afternoon snack.

Question: Will lunch be provided for my child?

Answer: Maybe. We will be utilizing the Summer Food Program that USD 383 runs, if it is available. If not, campers may need to bring a sack lunch.

Question: Can I send a lunch with my child if I do not want him/her to eat the USD 383 lunch?

Answer: Yes, you may choose to send a lunch with your child if you prefer.

Question: Does the camp staff apply sunscreen to the campers before going to the pool?

Answer: Yes, sunscreen is applied to all campers at 1:00 and 3:00 and before going to the pool. We use SPF 30 sunscreen. If you feel more comfortable using your own sunscreen, please send it with your child. We also evaluate all of the campers during afternoon snack time and apply additional sunscreen, if necessary. We strongly encourage parents to apply sunscreen to their child every morning before camp. Our morning activities are often held in sunny outdoor areas.

Question: Will my child be allowed to jump off of the diving boards?

Answer: No, due to Kansas State licensing regulations, campers will not be allowed to jump off any diving boards.

Question: Is water readily available for my child to drink?

Answer: Yes, we have two water fountains in the pavilion, and coolers filled with cold water available at all times for the campers. In addition, there are several water fountains located throughout the City Park for the campers' use. We encourage campers to bring a water bottle so that they can carry it with them to outdoor activities.

Question: Why doesn't LADC run the last week of summer before school starts?

Answer: LADC doesn't run the last week of summer before school starts because most of the day camp staff are students or teachers who are under contract and must report to school the first week of August.

Question: As a part of its daycare license, does LADC get inspected?

Answer: Yes. The Riley County Health Department inspects LADC once each summer. The inspection is unannounced and normally last about three hours. In addition there is a State Fire Marshall inspection done before the camp starts.