



City of Bartlett
RECREATION CENTER

A. Keith McDonald, *Mayor*
Shan Criswell, *Parks Director*
Michael Goldberg, *Facility Manager*

Dear Parents,

The Bartlett Recreation Center (BRC) has a great treat in store for your child in Summer 2019. First, let me personally thank you for choosing the **BRC** for your child's summer camp. Our well-qualified staff is so excited about having your child attend our 14th Annual **Sizzlin' Summer Camp**.

Our goal is to provide the opportunity for children to participate in a wide variety of activities. Through this participation, we anticipate that your child will find the love of sports, games and activities in which he or she may not normally participate. Each day our campers will be hard at play learning rules, conduct and skills of a variety of activities. We foresee your child looking back at this summer with fond memories of camp.

For your convenience and your child's safety and enjoyment, we ask that you abide by the following guidelines:

- ❖ Each child must be signed in and out EVERY DAY.
- ❖ A towel and swimsuit is required each day (Also, a plastic sack for wet items)
- ❖ ***Athletic Clothing and Tennis Shoes should be worn every day (no sandals, flip flops, crocs, etc.)***
- ❖ Pack a lunch and drink. Also bring a water bottle
- ❖ **Do not send any electronics devices, fidget spinners, sports equipment, or toys with your child** (see item 9 in the Parent Manual for more details)
- ❖ Pack morning & afternoon snacks (snacks may be purchased from the vending machines)
- ❖ Provide sunscreen for your child
- ❖ Children may bring extra spending money on field trips (Optional)

*****REMEMBER*** Place your child's name on all personal items**

Before and After Care

- **Before Care** hours are: 7:00am – 7:45am **After Care** hours are: 5:15pm – 6:00pm
- \$1/minute for any child not signed out and picked up by 6:00pm
- Additional information pertaining to field trips and other special activities will periodically be sent home with the participant.

****Week of July 1-5: Camp will dismiss at 3:00pm on Wednesday, July 3 due to the Bartlett Fireworks Extravaganza; and, there will be no Camp on Thursday, July 4. Cost is \$100 for Members and \$125 for Non-Members during this shortened week of Summer Camp.****

Once you have read the above guidelines, please sign this letter and return it to the Bartlett Recreation Center.

Child's Name Parent's Name (please print) Parent's Signature Date

We are looking forward to a **Sizzlin'** summer at the **BRC Sizzlin' Summer Camp!**

Respectfully,

Cassi Yates
Program Manager
cassi.yates@cityofbartlett.org



Sizzlin'



Summer Camp

Parent Manual

**Bartlett Recreation Center
7700 Flaherty Place
Bartlett, TN 38133
(901) 385-6470**

Cassi Yates
Program Manager
cassi.yates@cityofbartlett.org

Updated March 11, 2019

Summer Camp Parent Handbook General Information

1. The 14th Annual **Sizzlin' Summer Camp** is sponsored by the Bartlett Parks and Recreation Department and is hosted by the Bartlett Recreation Center: (901) 385-6470.
2. Registration will not be accepted without payment. All forms (registration and medical) must be turned in at registration.
3. We believe that a good program will preclude serious problems in behavior. Our Campers will be helped to develop self-discipline and assume responsibility for their own actions; knowing that there are boundaries within which they may act and that all behavior has corresponding consequences. For this to be accomplished, the children must know what rules they are expected to follow and why.
4. Camp participants must provide their own lunch unless directed otherwise in a letter. The lunches are not refrigerated so plan accordingly. Please mark your child's name clearly on lunch.
5. We have snack time in the morning and in the afternoon. Please include snacks in your child's lunch or send extra money to buy a snack from the vending machines.
6. Children are strongly encouraged to participate in activities with their group. Our Counselors will make every effort to have children participate in all Camp activities.
7. Summer Camp Staff (Camp Director, Counselors) receives Pre-Camp training in First Aid/CPR, program implementation, administrative procedures, problem solving and safety.
8. Label everything your child brings to Camp with their first and last name. There is a lost and found box at the Front Desk. Items left two weeks after the close of Camp will be donated to Goodwill.
9. **All equipment is provided. Please do not bring any thing from home unless requested by the Camp Director.** This includes all of the following items: electronic devices (tablets, phones, portable gaming systems), fidget spinners or other "fidget devices" – (if there is a medical need for the use of one of these type of devices, we are happy to make an exception with appropriate documentation), sports equipment, Pokémon cards, toys, etc.
10. Camp begins at 8:00am and ends at 5:00pm. Before Care runs from 7:00am – 7:45am and After Care runs from 5:15pm – 6:00pm. Children are to be picked up by 6:00pm. **Additional late fees of \$1/minute will be added for any child, not signed out and picked up by 6:00pm. After 6:00pm children must be picked up at the Bartlett Recreation Center Front Desk and the late fees must be paid.**
11. We have an open door policy. You are welcome to visit Camp at any time by checking in with the Front Desk and with the Camp Director.
12. Please do not send your child to Camp if he or she is not well. When a contagious condition develops, please inform us as soon as possible. If a child becomes ill at Camp, you will be notified immediately. It is the parent/guardian's responsibility to pick up your child as soon as possible or have someone to be contacted that is able to pick your child up.
13. Dress code guidelines:
 - a. Please dress your child in clothes that are comfortable and washable.
 - b. **ATHLETIC CLOTHING and TENNIS SHOES should be worn EVERY day.**
 - i. Tennis shoes must be worn at all times except while in the pool area
 - ii. Sandals and non-athletic shoes are not acceptable footwear for this Camp.
 - c. A bathing suit and towel should be brought each day.
 - d. Bathing suits should be modest in appearance.

- e. Clothing worn to Summer Camp must be safe, decent, modest and appropriate.
- f. Shirts must meet the top of the shorts and not expose the midriff, even when arms are raised or when sitting.
- g. Shorts or skorts cannot be higher than four inches above the knees. All articles of clothing are to be worn as they are designed to be.
- h. When the participant's appearance is considered to be a distraction to the Camp process, that participant will not be permitted to attend until properly attired.
- i. If arrangements for correction in appearance or dress are not be accomplished, the participant will not be allowed to participate in activities and will be placed in a supervised area away from the other Camp participants.
- j. In the case of questionable dress or grooming that is not specifically covered in the Dress Code Policy, the Summer Camp Director will make the final decision which will be supported by the Program Manager and the Facility Manager. Appropriate action will be taken and the parent will be contacted.
- k. **Here are some examples of unacceptable attire:**
 - i. Not wearing tennis / athletic shoes
 - ii. Short shorts or spandex shorts
 - iii. Shorts or skorts more than four inches above the knee
 - iv. Tight tops and/or pants
 - v. Bareback or midriff tops or shirts
 - vi. Low-cut apparel, tube tops, spaghetti straps or mesh shirts
 - vii. Any transparent, torn or ripped clothing
 - viii. Pants or shorts worn below the waist
 - ix. The above examples are not all inclusive

14. Please make the Camp Staff aware of any custodial problems. Provide us with a list of people that may pick your child up. If your child will be leaving with someone other than the usual pick up person, please send a note or make a note on the sign in sheet.

15. Campers must wear their Camp Shirt on Field Trip days. They will not be able to go on the trip unless they wear the Camp Shirt. The shirt helps us identify them in a crowd and it is for their safety.

16. During Field Trips, Campers should be cooperative and responsible. If a camper fails to act responsibly on a Field Trip, he or she will be excluded from the next Field Trip. No provisions are made to care for Campers who do not go with us so he or she will have to remain in the parent/guardian's care during that time.

17. Bathroom and water breaks are scheduled regularly. Campers are not allowed to leave the group and go to the bathroom or water source unsupervised. If the need to use the restroom arises between scheduled breaks the Camper may have to wait a reasonable amount of time until a Counselor is free to take him or her.

18. Discipline is handled in this manner:

- a. If a Camper is breaking the rules, a Counselor will talk to the Camper individually to identify the unacceptable behavior and give him/her a warning.
- b. If there is a problem after the first warning, the Camper will be put in time out or other appropriate discipline. Time outs are no more than 10 minutes for younger Campers and up to 20 minutes for older ones. Being required to clean up a mess they made, picking up trash and sitting out an activity are all forms of discipline we use here. When correction is necessary, it is constructive and is given in the spirit of concern and care for the child.
- c. The Counselor will notify the Camp Director who will then notify the parent in writing if a Camper is continuing to be problematic. It may be necessary to schedule a conference with the parent(s)/guardian(s) to remedy the disruptive behavior.
- d. Campers may be suspended from Camp for a day or longer, depending on the nature of the problem. Campers will not be suspended until after the parent/guardian has been made aware of the problem. When it is necessary to suspend a Camper, parents will be notified verbally (phone call, in person) and in writing. No provisions for care are provided in the case of a suspension.

- e. Campers may be suspended indefinitely with no refund for serious problems that are not corrected by the above methods. It is not our intention to remove any child from our Camp, but order must be maintained and every Camper and parent/guardian must be able to feel secure that the Campers are safe while in our care.
 - f. A camper who has been removed from BRC's Sizzlin' Summer Camp is not eligible to attend Camp Singleton at Singleton Community Center.
 - g.
19. We do not refund money because your child is not happy here, but we will work with you to try to resolve issues that are making the Camper feel this way.
 20. The Staff will not give medication to any child per the policies and procedures as outlined in the City of Bartlett Personnel Policy Manual, section 10.2-B. If your child is on prescribed medication, you may send it in their lunch and they can take it on their own (please inform us first).
 21. It is our intent to keep parents informed of their children's activities as much as possible. Reminders about upcoming Field Trips, adjustments to the normal schedule and other friendly reminders will be sent home weekly. Parents are welcome to contact the Camp Director by phone for additional information.
 22. A variety of reasons may cause a change in the planned schedule. These may include rainy days, transportation problems, or other unforeseen difficulties.
 23. Please notify the Camp Director of any change in address, place of employment, or home or business telephone numbers. We must be able to contact you quickly in case of an emergency.
 24. Each child must be signed in and out **EVERY DAY** using the register book located in the Youth Room.
 25. If you have any further questions please call (901) 385-6470.