

LINCOLN

PARKS AND RECREATION

Adaptive Recreation Camps Handbook

Welcome to Lincoln Parks and Recreation!

Thank you for choosing Lincoln Parks and Recreation for your child's camp experience.

This handbook is a guide for parents and caregivers of participants with special needs enrolled in Lincoln Parks and Recreation's Adaptive Recreation Camps. The information contained within explains the requirements, policies, and procedures of the City of Lincoln Parks and Recreation Department.

If at anytime you have questions about policies, procedures, schedules, or anything related to our programs, please do not hesitate to contact us!

Check us out at parks.lincoln.ne.gov or call 402-441-7948

In the past century, Lincoln's park and recreation system has grown to become one of the best in the nation. Yet many don't realize that every day, countless number of people of all ages enjoy Lincoln's 133 parks, 134 miles of trails, 91 playgrounds, nine public pools, six recreation centers, five golf courses, four dog runs, and a nature center.

Lincoln is my hometown, and it is a great honor to serve as its next Director of Parks and Recreation. Like the incredible team of this hardworking Department, I care deeply about advancing excellence and equality in parks, recreation, and environmental conservation. By engaging with passionate volunteers and diverse partner organizations, we can improve the quality of life for all people.

Studies show that many do not understand the values this brings to our community's quality of life. We feel a responsibility to close that gap—and to inspire more people to learn why a quality parks and recreation system is fundamental to youth development, active living, neighborhoods and families, special places and community events, and economic development. Most of all, we want to inspire you to enjoy the opportunities we offer. To do this in a cost-efficient and accessible way, we have a website that will connect you to everything you'd like to know about parks and recreation in Lincoln.

You can find a park, see a trails map, check pool hours, sign up for a tee time, buy a tribute brick, and register for one of our many programs online. Virtually everything about our parks and recreation system is at your fingertips. Please explore our website and discover why Parks and Recreation is FUNDamental to Lincoln!

Maggie Stuckey-Ross, Director

Lincoln Parks and Recreation Department

3131 "O" Street Suite 300

Lincoln, NE 68510

402-441-7847

PROGRAM LOCATIONS AND CONTACT INFORMATION

Adaptive camps are held at the Antelope Enclosed Shelter and Auld Pavilion, both in Antelope Park. **Note, the camp office is open during camp hours only.**

Camp office:

Auld Pavilion
1650 Memorial Drive
Lincoln, NE
402-430-5101

Mailing address:

Easterday Recreation Center
6130 Adams Street
Lincoln, NE 68507
402-441-7901

DESCRIPTION OF ADAPTIVE CAMPS

SUMFUN CAMP

- Ages 5-21 (campers must have completed Kindergarten)
- 9 AM-2 PM
- Camp duration is 4 weeks. Campers may enroll by individual week.
- Campers are assigned to site groups according to age.
- SumFun camp wraps up with a **final day family celebration** including lunch, camper awards, and outdoor games at **Auld Pavilion at 12:30 p.m.** Families are encouraged to attend, even if the camper is not enrolled in the last week of camp.

Parents and participants can expect:

- A focus on large and small group games and active play.
- Encouragement of camper participation.
- A traditional camp experience including games, sports play, songs, swimming, crafts, field trips, and nature exploration.

CREATIVITY CAMPS are designed for teens and young adults with special needs ages 13+:

Art Extravaganza Camp

- A one week camping experience covering a variety of art mediums.
- 9 AM-Noon
- Supply costs are included in the camp fee.
- Camp concludes with an art show.

Drama Camp

- A one week camping experience.
- 9 AM-2 PM
- Campers build drama skills, and prepare a play by working on sets, props, and costumes, plus play drama and traditional games.
- Camp concludes with a drama performance.

REGISTERING FOR CAMP

- Registration begins in January, and spaces are filled in order of receipt.
- Enrollment is complete when registration forms are received at Easterday Recreation Center in person, by mail, or electronically.
- The camp fee is due on the 10th of the month prior to the camp week(s) enrolled.
- Campers new to Lincoln Parks and Recreation Adaptive Camps will be invited to meet with camp staff prior to the first day of camp
- When maximum enrollment is reached for each week, applicants will be placed on a waiting list.

PICK-UP AND IDENTIFICATION

An adult must personally sign campers in and out each day. Camp staff will only release campers to authorized people as listed on the camp registration. If someone out of the norm will be picking up your camper, please call 402-430-5101 to inform

staff. A picture ID will be required at pick up time until staff are familiar with approved pick up people.

MEALS AND SNACKS

You are responsible for supplying a **sack lunch** for your child. Please help your child be prepared to meet the physical demands of a full, active day at camp by providing a balanced meal that meets USDA nutrition guidelines. Refer to choosemyplate.gov for tips.

Lunches should arrive in insulated containers with self-contained **cold packs**. In some cases, a site may have participants with **food allergies**. If there is a food that cannot be brought to camp, you will be notified before the camp week begins.

Please provide a **water bottle** daily for your camper marked with their name.

WHAT TO LEAVE AT HOME

- Cell phones. Cell phones present at camp must be on silent and remain out of sight. Messages for campers may be left on the camp phone (402-430-5101).
- Handheld video games, electronic tablets and e-readers, unless needed to support communication or an approved behavior support plan
- Money, valuables and sentimental items.

Lincoln Parks and Recreation is not responsible for lost or stolen items.

FIRST AID/CPR

Staff are trained in First Aid and CPR. This training includes preventing, recognizing, and properly responding to emergencies.

STAFF

- Adaptive camps provide one paid staff for every five campers. Art Camp and Drama Camp provide one paid staff for every seven campers.
- Staff supervisors are 19 years and older. Many staff have experience working with youth with special needs.

- All volunteers and parent/guardian-provided assistants must be at least 16 years old with completed background checks.

TOILETING

- A staff may assist with transferring a camper onto and off of the toilet, but will not provide care for external cleansing of perineal area, maintenance bowel care, changing or emptying of catheter bag, or changing of tampons.
- Families are responsible for providing assistance when a camper requires two-person transfers.

ILLNESS EXCLUSION POLICY FOR CAMPERS

Lincoln Parks and Recreation is committed to keeping the spread of illness to a minimum and we take the following steps to do so:

- Conduct a daily check upon arrival by asking each child how they are feeling and observe each child for symptoms.
- Families are expected to openly share information about their child's behavior, symptoms, or exposure to illness. Please do not send your child to the program with any symptoms listed below.
- Children exhibiting any symptoms listed below will be excluded. A parent will be called to pick up the child. Due to the additional care required when a child is ill, we request parents pick up their child as soon as possible and within an hour.

PARTICIPANTS EXHIBITING THE FOLLOWING SYMPTOMS MUST BE EXCLUDED FROM PROGRAMMING:

- **Vomiting** - 2 or more times in the past 24 hours.
- **Fever** - Temperature above 100°F.
- **Rash** - With fever or behavior change - until a physician has determined the illness is not contagious.
 - Chickenpox—Until all lesions have dried or crusted.
 - Impetigo—Until 24 hours following initial treatment (symptoms include blisters/sores on the face, neck, and/or hands).
- **Head lice or ringworm** - Until after the first treatment.
- **Diarrhea** - When a watery stool causes an accident or if the frequency of watery stools exceeds two stools in the past 24 hours.
- **Not Feeling Well** - Any camper who requires more care than can be

given by staff in a group setting or a camper who is unable to participate in regular daily activities.

If you are experiencing any COVID-19 symptoms stay home, get tested and follow the current local Directed Health Measures.

Returning to the program: Following exclusion, participants will be readmitted to the program when they are able to participate in regular daily activities and have been on appropriate medication or symptom-free without medication for at least 24 hours.

There may be times when it is necessary to present a doctor's note to indicate an illness is not infectious. The final decision on exclusion is made by the director.

NOTIFICATION OF ABSENCE OR ILLNESS

Please notify the program location when your camper will be absent. The **camp cell phone: 402-430-5101**

MEDICATION PROCESURES

Campers requiring medication (prescription and over the counter) during program time must have a *Medication Consent Form and Release*. All medication is secured in a designated, locked location and must be checked in and out through program staff.

- All medication brought on site must be in the original container, with instructions, and accompanied by a *Medication Consent Form and Release*.
- Medications used on an as-needed basis (PRN) require a note from a medical professional describing the symptom(s) and dosage.
- A log is kept for your child recording the medication/treatment provided, date, time, and staff initials.

PAYMENT POLICY

The City of Lincoln is dedicated to providing safe and supportive programming to the campers and families served in our recreation centers while keeping program fees affordable.

- The fee is the same if a camper is ill, out-of-town, suspended, or out for any other reason.

- **Camp fees are paid in advance.** Fees are due as indicated on the confirmation letter. We accept cash, checks, money orders, credit and debit, with receipts provided upon request.
- In the unforeseen event of a returned check, future payments must be paid by a different format.
- Families with a past due balance may face possible termination of services, and may be turned over to the City Attorney's Office. Enrollment in any Parks and Recreation program may not be possible until payment is made in full or a payment plan is approved.
- Five business days written notice is required to cancel a camp week. The written notice will be dated and filed by staff. Failure to provide 5 business days written notice will result in full charges for the cancelled week.

EXPECTATIONS OF PARENT/GUARDIAN

We have put in place policies, procedures, waivers, and permission requests to help ensure the health and safety of all who participate in our programs and the staff who work with your campers. By supporting your program and following the policies and procedures, you will help create a meaningful experience for all involved.

Parent/Guardian expectations are as follows:

- All registration forms must be completed, and contact information be kept current.
- Families must read, understand, and follow program policies.
- Parents/guardians will support the policies of the program.
- Parents/guardians of campers will do a daily health check of their camper and members of their household before arriving at camp.
- Parent/guardians will ensure their camper wears footwear and clothing for active play.
- Campers will be signed in by a parent/guardian no earlier than 9:00 a.m.
- Campers will be signed out by the scheduled end of the program. Late fees of \$5 per 15 minute increment are due upon pickup.
- Please call 402-430-5101 when your camper will be absent.

DISCIPLINE POLICY

Behavior expectations: Be safe. Be respectful. Be responsible.

Staff will utilize sharing expectations, distraction, redirection, praise of positive behaviors of others, relocation, processing the desired behavior, and other interventions.

Every effort will be made to resolve behavior problems and we appreciate your support and guidance in managing behavioral issues. Please be aware that continuous or serious behavior issues that keep campers from participating, staff from leading, or cause physical harm to self or others may lead to suspension. A plan for successful reintegration will be made by parents and camp leaders cooperatively.

WEATHER CONDITIONS

Outdoor recreation activities are an important part of the camp experience. Outdoor play will be limited by high heat, high humidity, or air quality.

PARENT VISITS

Parents are welcome to visit our camp. Please sign in first with a camp supervisor.

SUGGESTIONS AND CONCERNS

We do our best to make sure your family has the best possible experience. If you have questions, suggestions, comments, or concerns about this Lincoln Parks and Recreation Adaptive Camp, please contact the camp director at 402-430-5101. If you require further assistance, call the director of Easterday Recreation Center at 402-441-7901.

