



CAMP AWARENESS

Izaak Walton League

Summer Day Camp

2023

Parent Handbook



WELCOME AND INTRODUCTION

Hello and welcome, to City of South Bend's Venues, Parks & Arts Camp Awareness!

Camp Awareness is a popular day camp that is held at the Izaak Walton League in South Bend located at 20400 Darden Road. Kids will have the opportunity to meet new friends while enjoying activities like organized games, hikes, fishing, arts & crafts, cookouts and more. We're glad you're here!

Rachael Zeiger
Special Events Manager
South Bend Venues Parks & Arts

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CAMP AWARENESS PARENT HANDBOOK

PROGRAMS AND POLICIES

1. AGE REQUIREMENTS:

- Camp Awareness offers:
 - 7 one week-long sessions for children who will be entering grades 3rd through 7th in the fall.
 - 1 week offered only for those *entering* the 2nd grade in the fall (Week 5).

2. DAYS OF OPERATION

- Monday – Friday ○ 8:30 am – 4:30 pm
- Drop off: 8:30-9am
- Pick up: 4-4:30pm

3. DAY CAMP FEES

All Fees must be paid at registration.

- 5 days: \$175.00
- 4 days: \$120.00 2nd grade week
- \$1.00 per minute/per child late pick up fee.
- A limited number of scholarship rates are available on a first-come, first-served basis.

Refund Policy

- A 50% refund will be given if camp is cancelled by the participant 7 working days prior to the first day of participation. No refund will be allowed after this time. A full refund will be given if the Venue, Parks & Arts Recreation Division cancels camp for any reason.

4. REGISTRATION

Registration

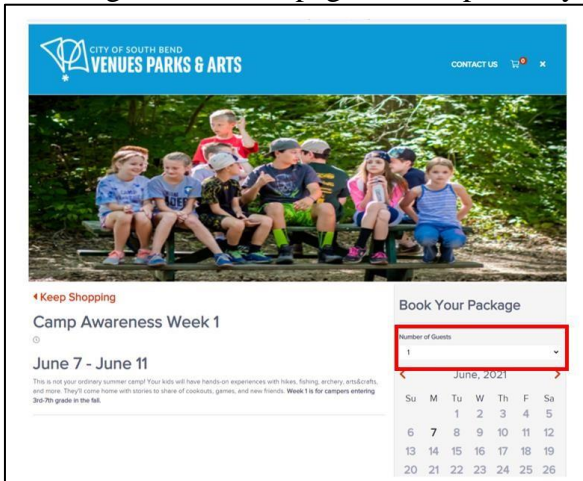
- Registration begins online on Thursday, March 16 at 5:30 pm.
- **Online** Registration: **40** spots per week
- **Walk-In** Registration: There will be **8** spots per week held, for those who may not have access to a computer or need extra assistance in the registration process. Please see the in-person registration below:
 - **Thursday, March 16 at 5:30pm**
 - **Friday, March 17 at 10:00am**
- **Each child may only initially register for one week of camp.** After May 1st, register will open allowing anyone to register for a 2nd week.

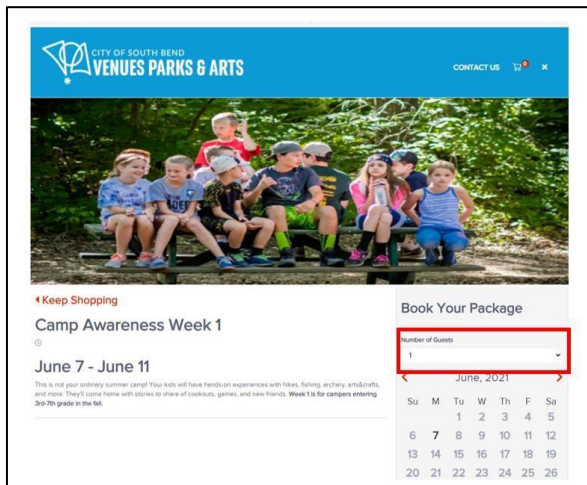
REGISTRATION INSTRUCTIONS

- Visit the Camp Awareness webpage at <http://sbvpa.org/things-to-do/camp-awareness/> click on the week you'd like to register for. Note: the browser Google Chrome works best with our system and some devices might hinder your registration process.
- After you click on the week you'd like to register for, a pop out screen will appear like the one below. Please note the examples below do not match the calendar dates.

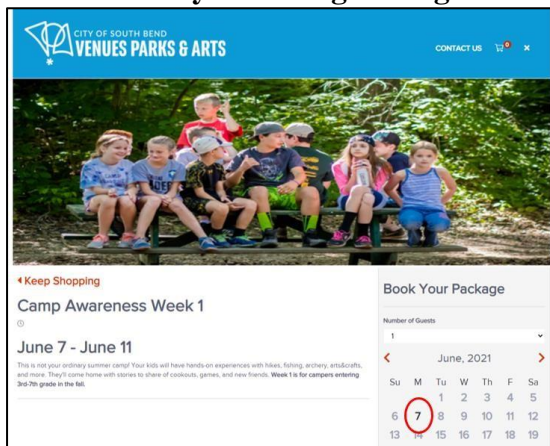


- If you are registering more than 1 child, use the drop-down arrow to adjust “number of guests” located on the right side of the page. It is important you do this before moving forward.

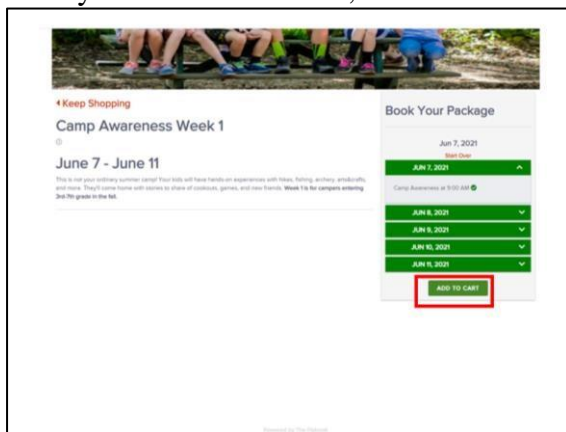




- Once you have the correct number of guests, click on the bold number that is located on the calendar, also located on the right side of the page. **This number should be the date of the first day of camp for the week that you are registering for.**



- After you click the number, the entire week of camp will appear. Click add to cart.



- You will then be taken to a payment screen. Fill out the necessary information and click “complete transaction”. Your completed transaction confirms your registration for camp.

- You will then be directed to your “client terminal” to provide your registration information. Click the orange box labeled **“Answer Important Questions”**.

Item	Cost
Camp Awareness Week 1 (036804)	\$183.75
Camp Awareness (1 Person(s))	\$0.00
Camp Awareness (1 Person(s))	\$0.00
Camp Awareness (1 Person(s))	\$0.00
Camp Awareness (1 Person(s))	\$0.00
Camp Awareness (1 Person(s))	\$0.00

- Under the gray box labeled **“QUESTIONS FOR YOUR RESERVATION”** click the red box labeled **“Answer Required Questions”**. If you are registering more than 1 child, you will need to answer the questions for each child.

- After you have answered the questions, click **“Save All Answers”**.

WHO IS GOING?

Bridget C Fields [edit](#)
brincen240@gmail.com
No Phone Number

No Waiver Signed

[Sign Waiver](#)

[Add Another Guest Profile](#)

Name of Camper *

Gender of Camper *

Age of Camper *

Birthdate of Camper *

Shirt Size of Camper *

Does the camper have any allergies? *

Does the camper require any medications? *

Emergency Contact Person & Relationship *

Emergency Contact Phone Number *

Parent/Guardian Name *

Address, City, State, Zip *

Parent/Guardian Email *

Parent/Guardian Phone Number *

Secondary Guardians Name *

Secondary Guardians Phone Number *

[Save All Answers](#)

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Emergency Contact Person & Relationship *

Emergency Contact Phone Number *

Parent/Guardian Name *

Address, City, State, Zip *

Parent/Guardian Email *

Parent/Guardian Phone Number *

Secondary Guardians Name *

Secondary Guardians Phone Number *

[Save All Answers](#)

- Under the gray box labeled **“GUEST PROFILE & WAIVERS”**, click the orange box labeled **“Sign Waiver”**. Please sign all 3 waivers.

Reservation ID	Start Date	End Date	Amount
Camp Awareness (1 Person(s))	Jun 7, 2021 9:00 AM	Jun 7, 2021 4:00 PM	\$0.00
Camp Awareness (1 Person(s))	Jun 8, 2021 9:00 AM	Jun 8, 2021 4:00 PM	\$0.00
Camp Awareness (1 Person(s))	Jun 9, 2021 9:00 AM	Jun 9, 2021 4:00 PM	\$0.00
Camp Awareness (1 Person(s))	Jun 10, 2021 9:00 AM	Jun 10, 2021 4:00 PM	\$0.00
Camp Awareness (1 Person(s))	Jun 11, 2021 9:00 AM	Jun 11, 2021 4:00 PM	\$0.00

GUEST PROFILES & WAIVERS

[Share Waiver](#)

WHO IS GOING?

Bridget C Fields [edit](#)
brincen240@gmail.com
No Phone Number

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[Sign Waiver](#)

[Add Another Guest Profile](#)

QUESTIONS FOR YOUR RESERVATION

You need to provide some more information!

[Answer Required Questions](#)

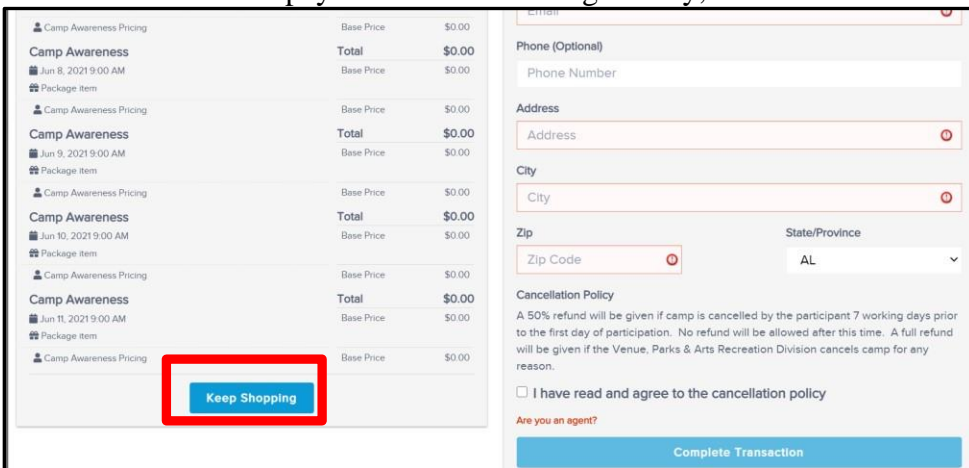
- After the waivers have been signed, your reservation is now complete. You should receive a **“Confirmation Email”** from South Bend Venues Parks & Arts. That email will contain a button labeled **“CLICK HERE to manage your reservation”**, which will direct you to your client terminal. Please refer to that email if you need to change any of your registration information.



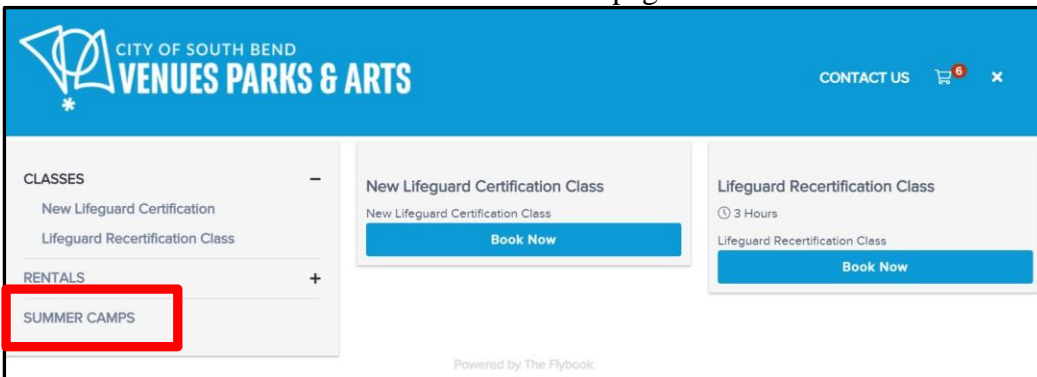
- Parents should notify Rachael Zeiger of any changes to information contained in the registration prior to camp attendance.
- If changes occur during attendance, notify the Camp Director and/or Camp Supervisor immediately.

REGISTERING MULTIPLE CHILDREN FOR DIFFERENT WEEKS

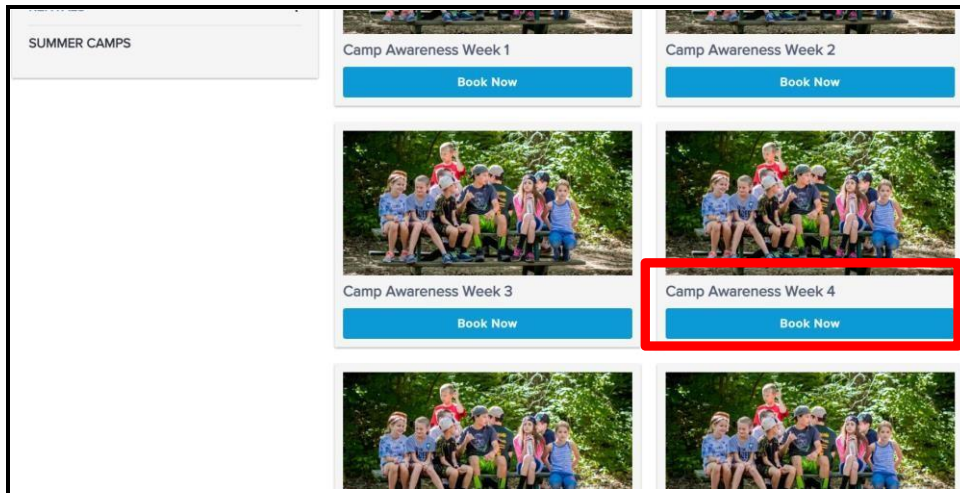
- Do not fill out payment information right away, instead click the “Keep Shopping” button.



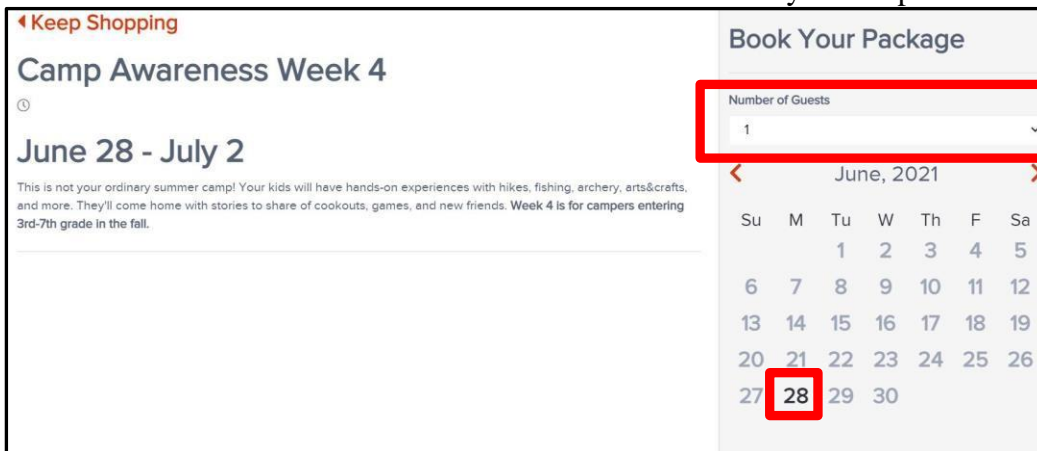
- After you click the “Keep Shopping” button, you will be directed to this page. Click “SUMMER CAMPS” located on the left side of the page.



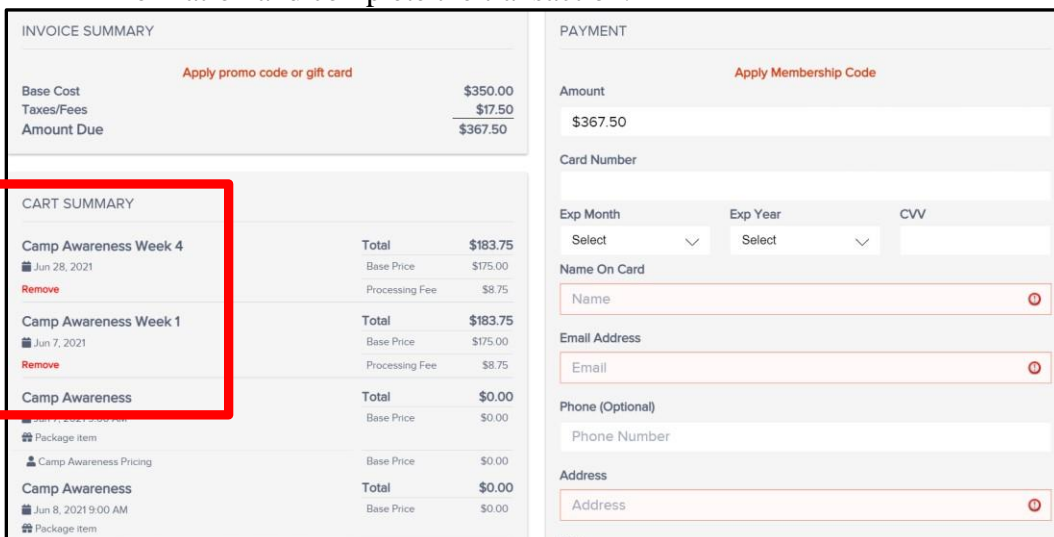
- Your screen will then look like this, and all 8 weeks of camp will appear. Click the “Book Now” button located under the next week you would like to register for. **EX: I will select week 4.**



- Just like before, use the drop-down arrow to select the correct “**Number of Guests**” then click the bold number. The number should be the date of the first day of camp for the week you are registering for.



- Click “**ADD TO CART**”
- Your cart will then show both weeks you have selected. Repeat this process until you have each week you’d like to register for in your cart. When you have all the weeks you need in your cart, fill in your information and complete the transaction.



INVOICE SUMMARY		CART SUMMARY	
Base Cost	\$350.00	Camp Awareness Week 4	Total \$183.75
Taxes/Fees	\$17.50	Jun 28, 2021	Base Price \$175.00
Amount Due	\$367.50	Remove	Processing Fee \$8.75
		Camp Awareness Week 1	Total \$183.75
		Jun 7, 2021	Base Price \$175.00
		Remove	Processing Fee \$8.75
		Camp Awareness	Total \$0.00
		Base Price \$0.00	
		Package Item	
		Camp Awareness Pricing	Base Price \$0.00
		Camp Awareness	Total \$0.00
		Jun 8, 2021 9:00 AM	Base Price \$0.00
		Package Item	

PAYMENT		
Apply Membership Code		
Amount	\$367.50	
Card Number		
Exp Month	Exp Year	CVV
Select	Select	
Name On Card	Name	
Email Address	Email	
Phone (Optional)	Phone Number	
Address	Address	
City		

5. CHILD ARRIVAL AND DEPARTURE

Arrival 8:30am-9am

- All children must be signed into camp by an adult. When arriving please check-in at the welcome station, a counselor will be available with a clipboard and the sign-in sheet.
- Parents, please allow extra time to sign-in their child(ren) daily.
- We will not accept children to be signed into camp prior to 8:30 am.
- **All medications must be signed in and out daily.** This includes but is not limited to inhalers and EpiPens.

Departure 4:00pm-4:30pm

- Child(ren) are to be picked up no later than 4:30 pm, no exceptions.
- A late charge of \$1.00 per minute will be assessed for any pickup after 4:30 pm payable the day of the incident.
- Parents need to sign their child(ren) out with a counselor present.
- If someone other than the parent listed on the child's forms is picking up the child, write the name of person on the sign in sheet in the morning and bring it to the counselors' attention at that time.
- **Please remember, Camp Awareness closes at 4:30 pm. There are no exceptions to the late pick-up policy. However, if an emergency arises, please call Howard Park 299-4765 and inform them you need to get a message to Camp Awareness.**

6. PARENTS' VISITATION DAY

Parents are invited to visit Camp Awareness Friday afternoon at 3pm for a tour of the camp, an introduction to the staff, a campers' presentation, and an opportunity to participate in activities with the campers.

7. WHAT TO EXPECT AT CAMP

Here are some of the activities that will be taking place throughout the week.

- **Stream Stomp**- Campers will be wading through the creek and will get wet and muddy. For safety they will not be allowed to participate with bare feet. Campers should bring an old pair of shoes, shoes to change into and a change of clothing.
- **Archery**- Campers will be taught how to use a bow and arrow and aim for the target. Campers will be supervised by counselors during the entire activity.

- **Storytelling**- Camp Awareness keeps this strong tradition that has been passed down from generation to generation in order to make camp a fun and enjoyable experience. Each story has been specifically adapted for use at Camp Awareness. These stories are about fictional campers.
- **Wednesday's Cook Out Day**- Please notify camp staff of any allergies. We will cook hotdogs and s'mores by the fire.
- **Inclement Weather** – If it is just raining, we will be doing activities outside in the rain. Campers need to dress accordingly. If there is thunder, lightning, or more severe weather, we will seek shelter in the the lodge.
- **Restroom Facilities** - There are no indoor toilets available to the camp. Portable toilets are available for use.

8. LUNCH

- Camp Awareness does not provide lunch for its participants. With the exception of Wednesday which is Cook Out Day.
- We encourage each camper to bring a healthy sack lunch. Refrigeration is not available.
- Drinks will be provided at mealtimes. Each camper must bring their own drink bottle. (No glass.)
- *Wednesday is Cook Out day!* Lunch will be provided with rain or shine.

9. WHAT TO BRING Every Day

1. Its recommended campers wear daily long-sleeved shirts, old shoes, and long pants or jeans. Although this is highly recommended for the *health and safety of the campers, most do not wear long sleeve or pants. However, shoes are a must! *Please see the #15. Lyme Disease section of the handbook.
2. Campers' shoes must cover feet completely for safety. **No sandals, crocks or flip flops are allowed.**
3. Each camper should bring the following:
 - a. refillable plastic water bottle
 - b. extra pair of old shoes
 - c. long pants or jeans for wading in the creek
 - d. an extra set of clothes for water events
 - e. old clean towel
 - f. sunscreen
 - g. insect repellent
 - i. **Please apply sunscreen and insect repellent prior to arriving each day.** If you send sunscreen and insect repellent, we will remind your child to reapply it later in the day.
 - ii. **Staff can only apply aerosol type sunscreen or insect repellent.**

****Parents should anticipate the wear-and-tear that comes with an active day in the woods.**

10. SAFETY POLICY

Children at Camp Awareness will be supervised at all times. When the child(ren) arrives and departs, the parent must sign the attendance form. No child is to be released to anyone except his/her parent or guardian unless a signed, written permission form is given to the director or supervisor by said parent or guardian. The person designated to pick up the child will be required to produce a picture ID and sign a pickup permission form before leaving with the child.

If child abuse or neglect is suspected, a staff member is required by law to notify the local child protection agency.

11. CAMP AND BUILDING RULES

- All campers will respect other campers and staff property.

- No pushing, hitting, pinching, kicking, scratching, biting, spitting, name calling, and/or throwing things.
- We ask campers, when you hear the whistle, please stop what you're doing and come back to camp. A whistle will be used to gather campers' attention.
- Bathroom breaks are scheduled throughout the day. No child will be denied a bathroom break; however, it will be at the discretion of the staff depending on availability and taking activities into consideration. Campers should always be escorted to and from the bathroom.
- Campers must ask permission before leaving an activity or activity area. The staff is required to know where the children are at all times. No child will be allowed to wander alone. If your child is caught leaving the group or wandering off alone at camp, they will immediately be dismissed from camp and all camp fees will be forfeited.
- We will use a buddy system at camp. Each camper is paired with a friend. When you arrive to camp, please check to see if your buddy is here.
- All campers must wear appropriate clothing. Sagging pants or offensive clothing will NOT be allowed.
- There are to be no weapons or weapon-like materials brought to camp. Discovery of these materials will lead to immediate dismissal from camp.
- We encourage all campers to be respectful of the park. We will ask campers to help pick up and clean the areas that we use during camp.
- To protect the property, climbing trees, or breaking off limbs, branches, or leaves will not be allowed.
- To ensure safety, campers are not allowed to play in or around the fire pits, ponds, streams, or steep slopes without supervision.

12. Physical Camp Property

- The property that the camp is located on is the City of South Bend's Wheelock Park. This park is leased by the Izaak Walton League of St. Joseph County South Bend Indiana. It is a member only organization, however anyone can become a member. It is not open for non-member campers and their families to visit outside of the camp session.
- The lodge that sits on the property belongs to the Izaak Walton League and is not part of the Camp Awareness experience. No one is allowed in the lodge unless during severe weather and takes shelter.
- There are four cabanas for changing in. There are hooks outside of the cabanas for the campers' bags.

13. DISCIPLINE POLICY

Discipline is viewed as guidance, not punishment. Positive reinforcement, active listening, problem solving, redirection, and discussion with the child(ren) involved about what is acceptable and unacceptable is the practice. The staff member who witnessed or was approached by a child will be responsible for his/her discipline. Discipline is NOT delegated to any other child. A Behavior Report will be completed on any instance requiring more than a verbal reprimand.

14. DISCHARGE POLICY

- If a child cannot abide by Day Camp rules, he or she will be discharged from the program. **We follow a three-strike policy.**
- All strikes will be discussed with the pickup person the day of the incident. The Disciplinary Action Form must be signed by the parent or pick up person. **Upon notification of a third strike, the child will be dismissed from camp immediately without a refund.**
- Samples of automatic strikes consist of cursing, disrespecting a counselor, intent to or intentionally injuring or physically controlling another person. This is not an all-inclusive list.
- Other behaviors may be given a strike after redirection and/or if time-outs prove ineffective. Including but not limited to not following directions and being rude to others.
- Stealing, running off from the group or camp, destruction of property, entering the ponds or streams without permission, and/or threatening others will result in an immediate dismissal.

- There are to be absolutely no weapons or weapon-like materials brought to camp, this may include but is not limited to pocketknives, hatchets, hammers, screwdrivers, etc. Upon discovery of any of these items, immediate dismissal will result.
- Bullying will not be tolerated on any level. After an action of bullying is addressed and the action continues, immediate dismissal could result.

Parents, please know we encourage your child to report incidents of bullying to a counselor. Reassure your child that it's okay to share these incidents with a counselor, especially if it means keeping another child safe. Go over the definitions of bullying with your child so he or she understands what makes someone a bully.

Definitions of Bullying are, but not limited to, calling someone names, making things up to get others in trouble, hitting, pushing, kicking, etc., someone taking things away from someone, damaging someone else's belongings, stealing money from someone, spreading rumors about someone, and threatening someone.

15. LYME DISEASE

Transmission- Lyme Disease is spread through the bite of infected ticks, more specifically, blacklegged (deer) ticks. In most cases, the tick must be attached for 36-48 hours or more before Lyme disease bacterium can be transmitted. Lyme disease is most commonly transmitted during the months of May, June and July. Camp Awareness is a densely wooded area and insects are always in abundance. Therefore, it is imperative that your child takes the proper precautions.

Prevention- In order to prevent the contraction of Lyme disease, please send your child with insect repellent. Repellents containing 20%-30% DEET are the best and can be purchased at most drug or grocery stores. Permethrin is also said to help in avoiding contact with ticks and remains on clothes even after several washes. Always follow product instructions and avoid hands, eyes and mouth when applying.

Wearing long pants, long sleeves, and long socks can also help to keep ticks off your skin. Light colored clothing allows for ticks to be spotted more easily which may be tiny (less than 2mm). Also, tucking pant legs into socks or boots and tucking in shirts helps to keep ticks on the outside of your clothing.

Bathe or shower, as soon as possible, after coming indoors (preferably within 2 hours) to wash off and more easily detect ticks. Conduct a full-body check with attention to hard-to-see areas such as the scalp.

Examine camp supplies as ticks can ride into the home on clothing, and backpacks etc. (pets also) then attach to a person later. Tumble clothes in a dryer on high heat for 1hour to kill any remaining ticks.

Signs and Symptoms- If you are bitten by a tick, watch for these symptoms as a sign of Lyme disease: fever, chills, headache, fatigue, muscle and joint aches, swollen lymph nodes and a characteristic bull's eye skin rash (some cases may not see a rash). These symptoms can appear as early as 3 days after a bite, but up to 30 days after the bite. Please keep in mind that by adhering to the precautions stated above, your chance of contracting Lyme disease is extremely small. Please make sure that your child is properly prepared for camp.

The following (16-18) are copies of the paragraphs that are included in the client terminal.

16. ACKNOWLEDGMENT OF MULTIMEDIA POLICY RELEASE AND HOLD HARMLESS

WHEREAS, the City of South Bend is collecting pictures (motion and/or still) to use in brochures, television spots, and other means of promoting the joys and benefits of South Bend; and WHEREAS, the undersigned is willing to appear in pictures (motion and/or still) for the purposes of such promotions, the undersigned hereby consents to the use of pictures of the undersigned in such brochures, advertisements, and other promotional material by the City of South Bend and agrees to release and hold harmless the City of South Bend from any possible cause of action or claim the undersigned may have against the City of South Bend for the use of said pictures.

17. RELEASE AND WAIVER OF CLAIM

I expressly agree to release, acquit and forever discharge the City of South Bend, Venues Parks & Arts Recreation Division, the Izaak Walton League of Saint Joseph County Indiana, and their agents, employees, servants, successors, heirs, executors and all other persons, firms, corporations, associations, or partnerships from and agree not to sue any or all of them because of or in connection with any and all claims, causes of actions, injuries, damages, costs, expenses, loss of service, and compensation whatsoever, which I now have or which may hereafter arise out of my participation in such programs, including, but not limited to, administration of medications, bodily injury, whether or not caused by the negligence or other fault of the City of South Bend or its Venues Parks & Arts Recreation Division, employees, agents or representatives.

18. ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF HANDBOOK

Acknowledgment of Understanding

I hereby give my child permission to participate in all day camp activities and assume full responsibility for his/her physical fitness and for any injury that may befall him/her which is not the result of supervisor negligence. I certify that my child is in good health and can participate in all normal activities. I understand reasonable measures will be taken to safeguard the health and safety of my child and will be notified as soon as possible in case of an emergency. If a medical emergency arises, the staff will first attempt to contact me. If I cannot be reached, the staff will contact my emergency contact person. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital. I certify that I have read and understand the Camp Awareness Parent Handbook and agree to abide by it while my child is enrolled in **Camp Awareness Day Camp**.

Acknowledgement of Receipt of Handbook

This is to certify that I have read and understand The Parent Handbook. Furthermore, I understand that by enrolling my child in Camp Awareness Day Camp, I agree to have information entered into Camp Doc and to abide by the policies and procedures as outlined in the handbook and/or as subsequently established during summer camp session.

Parent/Guardian Signature: _____ Date: _____