

Summer Blast Day Camp

Parent Handbook



**A Summer Day Camp Program for
Children Entering Kindergarten – 6th Grade
(Weekly Maximum Capacity of 125 Participants)**

**Offered by:
Marshalltown Parks & Recreation
10 West State Street
Marshalltown, Iowa 50158
(641) 754-5715**

**Camp Location:
Veterans Memorial Coliseum
20 West State Street
(641) 754-5743**

Registration

Registration Forms are available online at marshalltownparkandrec.com > Youth Activities > Summer Blast. A completed registration form must be received before enrollment may continue. A drop box outside the Park & Rec office is checked at 8:30 a.m. weekdays for registrations. DHS Child Care Assistance is no longer accepted.

Online Registration

After a confirmation email receipt that a completed registration form has been received, parents may go to [www.marshalltownparkandrec.com](http://marshalltownparkandrec.com) click “**Activity Registration**”. Within the **Catalog** click “**Log In/Create Account**” then **Log In with Email**. For new accounts a generated password was sent to your email. If you forgot your password, click **Forgot Password** or call (641) 754-5715, Ext. 1 for help.
Please do not create a new account.

Payment

Space is limited to 125 participants per week, so weeks/months may be paid in advance to ensure space for participants. Payment must be received at the Park & Rec office or online before a participant may be dropped off at Summer Blast. No onsite payments are accepted by any Day Camp Staff. All payments must be made online, over the phone (641) 754-5715 ext. 1, at the Parks and Recreation office, or in the *Drop Box* outside the Park & Rec office (checked at 8:30 a.m. weekdays). Payments dropped off must be clearly marked with the participant’s name, week(s) being paid, and phone number to be contacted for questions). Credit or debit card payments will include a card transaction fee of 3% + \$.30. Park & Rec office accepts payments of cash, check or credit card.

Discount

Aquatic Season Pass Discounts: A weekly \$10 discount is given for Marshalltown Family Aquatic Center season aquatic passes purchased. Season passes must be purchased prior to or on the same day as payment for Summer Blast.

Late Payment Fee

To avoid late payment fees, payment must be received by 4:30 pm Thursday prior to the week attending Summer Blast. All payments must be completed at the Park and Rec Office, online or over the phone.

Late Pick Up Fee

To avoid a \$5 late pick up fee, pick up your participant by 5:00 pm.
A \$5 late pickup fee is charged for every 15 minutes after 5:15pm your participant remains at camp. All fees must be paid prior to any future weekly attendance or enrollment.

Optional Swim Lessons

June 16 – 26; and July 14 - 24; 9:00-9:45 am; \$53.00 (separate enrollment of \$45 swim lessons + \$8 transportation). **Enroll Early - Space is Limited!!** Swim Lessons are Monday - Thursday for two weeks. Fridays are weather related make-ups days. A City bus will transport Summer Blast staff and participants to and from swim lessons. Summer Blast staff remain at the pool with participants during lessons.

Drop off / Pick Up

Summer Blast begins and ends daily at the Veterans Memorial Coliseum - **West entrance**. Staff will meet each participant, record their arrival and get pertinent information from parent, such as: medical information, an appointment, early pick up, etc. Pick up is the same process at the same door.

All participants must arrive by 9:00am (unless prior arrangements with the Head Camp Director).

Hours / Early Drop-Off

Summer Blast hours are Monday through Friday, 7:45 a.m. to 5:00 p.m.

Early drop off of 6:45 a.m. to 7:45 a.m. is available with an additional \$5 fee per week.

All participants must arrive by 9:00am (unless prior arrangements with the Head Director).

Schedule

Camp is divided into LITTLES (K-3 grade) and BIGS (4-6 grade). Schedules may vary for a variety of reasons, but a typically structured schedule for Summer Blast is as follows:

LITTLES (K-3 grade) Weekly Schedules

Mondays & Fridays

6:45 - 8:45 Free play/drop off
8:45 - 9:00 Clean-up
9:00 - 9:30 Morning meeting
9:30 - 11:00 Park Time
11:00 - 11:15 Clean-up/wash hands
11:15 - 11:45 Lunch
11:45 - 12:30 Reading time
12:30 - 1:00 Gym/Game time
1:00 - 3:00 Centers
3:00 - 4:00 Gym/Game time
4:00 - 5:00 Free play/pick up

Tuesdays & Thursdays

6:45 - 8:45 Free play/drop off
8:45 - 9:00 Clean-up
9:00 - 9:30 Morning meeting
9:30 - 11:00 Centers
11:00 - 11:15 Clean-up/wash hands
11:15 - 11:45 Lunch
11:45 - 12:30 prepare for pool
12:45 Load bus
1:00 - 4:00 Aquatic Center
4:00 Load bus
4:15 - 5:00 Free play/pick up

BIGS (4-6 grade) Weekly Schedules

Mondays & Fridays

6:45 - 8:45 Free play/drop off
8:45 - 9:00 Cleanup/go to circle time
9:00 - 9:30 Morning meeting
9:30 - 11:30 Park Time
11:30 - 11:45 Clean-up/wash hands
11:45 - 12:15 Lunch
12:15 - 1:00 Reading time
1:00 - 3:00 Centers
3:00 - 4:00 Gym/Game Time
4:00 - 5:00 Free play/pick up

Tuesdays & Thursdays

6:45 - 8:45 Free play/drop off
8:45 - 9:00 Clean-up
9:00 - 9:30 Morning meeting
9:30 - 11:30 Centers
11:30 - 11:45 Clean-up/wash hands
11:45 - 12:15 Lunch
12:15 - 12:45 prepare for pool
12:45 Load bus
1:00 - 4:00 Aquatic Center
4:00 Load bus
4:15 - 5:00 Free play/pick up

Wednesday Schedule (Both groups)

6:45 - 8:45 Free play/drop off
8:45 - 9:00 Clean-up
9:00 - 9:30 Morning meeting
9:30 - 10:00 Prepare to leave
10:00 - 4:30 Field trip
4:30 - 5:00 Free play/pick up

Meals

Breakfast may be brought to camp and participants are required to sit and eat upon their arrival. No storage for leftover food, any excess will be discarded.

Lunch - When available, the Marshalltown School Summer Lunch program is provided on site. Participants may bring lunch with an ice pack - the facility has no refrigeration. No soda drinks are allowed.

Afternoon snacks are offered each day - participants are not required to eat the provided snack. Participants may bring their own afternoon snack.

Camp Rules

Camp rules are established to ensure the camp environment is safe, respectful and responsible. Day Camp Staff and participants are representing not only the Marshalltown Parks and Recreations Department but the City as well. If Day Camp Staff believe participants are not behaving safe, respectful or responsible while out in public, a trip may be cancelled. Camp rules include:

Be Safe

Stay with staff and group.
Cross streets safely.
Stay seated on the bus.
Ask to use the restroom.
Walk while inside.
Walk on the steps.

Be Respectful

Be kind to others.
Share and take turns.
Keep hands to yourself.
Listen & follow staff direction.
Use quiet voices inside.
Include others.

Be Responsible

Clean your area after yourself.
Keep your storage area clean.
Keep track of your water bottle.
Take care of all toys.
Take care of building/facilities.

Discipline

Rules are reviewed each week as new participants join each week. If a participant chooses to not follow rules, he/she will be removed for 10 minutes per episode from an activity, swim time or a trip. If behavior becomes an accelerated concern, participants may lose their entire trip, swim time or activity. Parents will be notified if their participant loses their entire trip, swim time or activity. Parents will be required to sign a discipline form for incidents requiring lose of trip, swim time or activity. A disciplinary plan will be put in place for all participants who have 3 or more incidents.

Personal Possessions

No personal possessions, including phones or other electronics, toys, balls, books, blankets or money, is to be brought to camp. Summer Blast is not responsible for broken, lost or stolen items. If a personal item is discovered, staff will place the item in the staff room to return it to parents at the end of the day. **No money is permitted to be brought to camp for any reason!**

Clothing

Participants walk a lot during camp! Participants are **required** to wear tennis shoes with socks as many activities require socks. **No dress shoes, boots or crocs are allowed.** (*Sandals with a back strap are permitted but discouraged. Flip flops are only permitted to and from the pool.*) Participants are encouraged to wear comfortable, cool clothing. All participants are required to wear appropriate shirts and shorts or pants to camp. Swim suits are to only be worn to and from the pool. Swim or crop tops are not allowed as shirts. **Program shirts MUST be worn on all field trip days (Wednesdays)** and shall not be altered.

Prohibited Apparel

Any clothing or item displaying drug/alcohol use, gang affiliation, violence/weapons, or offensive pornographic language/symbols is unacceptable. Sheer or see through clothing excessively torn, soiled, or frayed clothing are unacceptable.

Sun Screen

Bring a container of sunscreen clearly labeled with your child's name to be used by your child at camp. We encourage spray sunscreen (unless there is a diagnosed allergy to spray sunscreen).

Water bottles/Sports drinks

Participants are highly encouraged to bring a water bottle clearly labeled with their name to camp. Sports drinks are discouraged. If participants will not drink water, please consider non-sugary flavored water.

Special Activity Trips

Participants must follow all rules during each trip. Participants wear a colored rubber bracelet labeled "Marshalltown Parks & Rec". Their colored bracelet matches their Camp Director and small group of 8-10 participants. Participants are to stay with their camp leader. Head counts are done frequently.

Participants who chose not to follow rules during a trip will be removed from their group and will remain with the Head Camp Director in a small group until reuniting with their group on the bus.

Authorized Pick Up

Persons listed as authorized to pick up participants may be added as needed. Provide -Name; - Relationship; Phone Number. Persons picking up participants please bring their photo ID.

Staffing

Day Camp Directors are educated in child development, some are teachers in area schools, and are knowledgeable to find age and developmentally appropriate activities. The Head Director is always on the premises and may be contacted regarding concerns. Other staff are age 16 or older, undergo a rigorous hiring process, and complete a variety of trainings. Concerns may be discussed with Camp Directors. The Head Director will be involved as needed.

Contact with Staff

During morning drop off and afternoon pick up times is best for communication with camp staff.

The Veterans Memorial Coliseum phone number is (641) 754-5743.

Facebook page: A specific page will be set up for parents to get pictures and communicate with staff.

Department of Human Services

Summer Blast believes the Iowa Department of Human Services (DHS) Registered Childcare Provider guidelines and standards are very important, though we are not licensed or registered. All Summer Blast staff are age 18 or older and have passed background checks. Our staff are trained in First Aid, CPR, Blood borne Pathogens and are Mandatory Child Abuse Reporters.

Winter Blast

Winter Blast is offered during the Marshalltown School District Winter Break.

Enrollment may be on a daily basis with a discount available for a full week enrollment.

Spring Blast

Spring Blast is offered during the Marshalltown School District Spring Break.

Enrollment may be on a daily basis with a discount available for a week enrollment.

Tax Receipt for Child Care

Receipts for tax purposes are available upon request. Our federal tax ID# is 42-6004934.