

City of Bellevue Recreation Department



2025 Summer Camp Parent / Child Handbook

Camp Requirements

Summer camp and the care program is offered for children ages 5 through 12. Any special requests must be approved by the Camp Director. Children must be toilet trained and able to change their own clothing. Enrollment is limited and available on a first-come, first-served basis.

Hours of operation

Summer camp is held Monday through Friday from 9:00am to 2:00pm from June 2nd to August 8th. Children may be enrolled in for any or all of the weeks available. **Special pricing is available for those who choose to participate in all 10 weeks. 10-week camp pricing does not include before or after care.** Camp will be held in the Rec Center Activity Room. (unless otherwise noted).

Registration

Register online, over the phone, or in person at the Rec Center. You must have an account with us to register online. Registration will be open until either the max number of children per session is reached or the Friday of the week prior by noon.

Fees

Weekly Fee (Monday-Friday)	Member	Non-member
Summer Camp	\$70.00	\$80.00
<i>Week of 4th of July</i>	<i>\$60.00</i>	<i>\$70.00</i>
Before Care (week)	\$25.00/ <i>\$20.00</i>	\$30.00/ <i>\$25.00</i>
After Care (week)	\$35.00/ <i>\$30.00</i>	\$40.00/ <i>\$35.00</i>
10-Week Pricing		
Camp 10-Week Pricing	\$600.00	\$700.00
Before Care 10-Week Pricing	\$200.00	\$250.00
After Care 10-Week Pricing	\$300.00	\$350.00

Red pricing is for 4th of July (4 days of camp).

Refunds

A refund may be issued if the Parks and Recreation Department cancels summer camp without rescheduling. All refund requests received in writing at least two weeks prior to the start of the camp will receive a refund, less a \$10 processing fee per week. Cancellation requests with less than two weeks' notice prior to the start of the camp are non-refundable. Please allow up to four weeks for any refunds. Requests to change weeks will be handled on a case by case basis if there is room in the other camp, a two week notification is required. A refund may be issued if the participant becomes ill. A doctor's statement must be presented. Camp refunds cannot be prorated. Requests should be made in writing and as early as possible.

Children with Disabilities

Children with mental or physical disabilities have the opportunity to participate in all activities at the camp and before & after care. All children benefit when children with and without disabilities are served in the same setting. Children who do not have disabilities experience growth in social skills, increased tolerance of others, and decreased fear of human differences. The recreation center will make any reasonable modifications in policies, practices, and procedures in order to accommodate individuals with disabilities. Individualized plans are used to meet the specific needs of children with disabilities while under our care and supervision. Any information shared with staff will be kept confidential. Please speak with the Camp Director and Recreation Director for more details. **Please notify the Camp Director of your Child's disability via email or request a phone call before your child starts camp to assure the appropriate modifications are made available to your child.**

Non-Discriminatory Policy

The City of Bellevue does not discriminate for reasons of race, creed, color, gender, religion, disability, national and ethnic origin in its admissions, scholarship or educational programs and activities.

Arrival/Departure Procedures

Children may arrive no earlier than 10 minutes before start time. Children are to be walked into the Rec Center camp check in desk and signed in by an adult. This is mandatory for every day of camp. The first day of camp, the counselors will greet you and verify that all required paperwork has been completed. All children must have their flex form submitted by the first day of camp. If children are attending more than one week, the forms need to be completed once.

Children need to be dropped off by 9:10am each day. If you need to be late, please speak with the camp director at least one day prior to the late arrival. Late arrivals create an unnecessary distraction to the other campers as we have activities planned beginning at 9:10am.

Out of respect for the staff, children must be promptly picked up by 2:00pm. We will administer a one time warning before late fees are applied. **A late fee of \$5.00 for every 10 minutes after the pick-up time will be charged for both camp and after care.** Parents or caregivers are asked to park and come into the building for pick up as you will be required to sign your child(ren) out at the end of the day. If someone else is picking up your child that is not listed on their forms, you must provide a note the morning of - the person picking up the child will be required to present a photo ID to do so.

Late pickups may be counted as an offense if it is a recurring issue.

Our primary goal of our summer camp program is to provide a safe environment for your child. We have instituted the following policies to ensure their safety and well-being.

Emergency Medical Authorization

Each camper is required to have an emergency medical authorization form on file providing information from the parent/guardian on how they wish for staff to proceed in the event of an emergency. In the event staff is unable to contact the parent/guardian, staff will begin calling the emergency contacts provided. ***This information must be submitted no later than the start of the camp week.*** The form will be a FlexForm on RecDesk that is required as part of the registration process.

Supervision

No camper will be left alone or unsupervised, and appropriate staff/camper ratios will be maintained.

Illness/Injury

If a child becomes ill or seriously injured throughout the course of the day, the parent/guardian will be contacted and will be required to come pick up the child immediately. Campers may not return to camp until they have been fever, symptom, and vomit free without medication for 24 hours.

Medication Policy

Medication will NOT be dispensed by our staff without explicit written documentation and training from the parent/legal guardian. Directions on how to administer the medicine must be written in great detail.

Code of Conduct

The Bellevue Recreation Department is committed to ensuring that all campers and staff are provided with a healthy and safe environment during their time at camp. To ensure the safety and well-being of each child, we have to institute a zero tolerance policy. Preventative actions and positive guidance will be used as the primary disciplinary tactics. In situations where those tactics are ineffective, staff will try to redirect the child's attention. If that fails, staff will remove the child from the play area by placing the child in a time-out until the child can appropriately return without negative behavior. If the child's behavior continues to be a problem, the child may be suspended from the program. All discipline reports will be kept on file. **No refunds will be permitted if your child is removed from camp for the following offenses.**

The following are some offenses recognized by the Department as violations of conduct that may initiate discipline. This list is not all-inclusive:

- Belligerent, defiant, or abusive speech
- Vandalism or act resulting in property damage
- Assaulting, hitting, or fighting with another camper or staff
- Behavior that causes a hostile environment which may put campers or staff in danger
- Profanity
- Theft, tampering, removal, or unauthorized possession of property belonging to campers or employees
- Any serious behavior not previously listed

First Offense: The camper will not be permitted to participate in the afternoon free time activity and staff will speak with the parent/guardian at pick up.

Second Offense: Removal of camper from the program for the following day with the possibility of removal for the remainder of the week or year.

Personal Items/Cell Phones/Electronic Devices/Toys

Campers are asked not to bring toys or electronic devices from home. We ask that all items (backpacks, lunch boxes, etc) be clearly marked with the child's name on it.

Campers are not permitted to utilize cell phones while in attendance at camp. Staff will contact parents/guardians if there is an emergency. The City of Bellevue is not responsible for any damaged, lost, or stolen items/electronic devices, etc.

Dress Code

Tennis shoes and socks must be worn to camp daily. Sandals/flip flops are permitted for the pool area ONLY. Proper footwear is extremely important when playing sports and other activities!

Emergency Pick Up

If a parent is contacted by camp staff and instructed to pick up your child due to health, medical, safety, or disciplinary reasons - **you are required to do so within one hour of initial contact.**

Lost and Found

Please clearly mark your child's name on ALL ITEMS THAT THEY BRING TO CAMP. Lost items may be reclaimed from the lost and found storage box located in the activity room.

Snacks/Lunch

Lunch must be brought in daily along with a water bottle. Failure to provide a lunch will result in a \$5.00 fee for the program to provide lunch and written notice after the first and second offenses. A snack will be provided every day for all who are attending camp. **If your child has dietary needs, please discuss that with the Camp Director at least one week prior to their participation.** You may be asked to provide your child with a snack from home if we are unable to accommodate their needs. We ask that children **do not** bring money for the vending machines.

Sunscreen

Please apply sunscreen to your child EVERY MORNING BEFORE ARRIVING. If sunscreen needs reapplied at lunch time, staff will assist your child with application. **Spray sunscreen is the only sunscreen permitted. Staff is not permitted to help your camper apply lotion sunscreen.**

Absence

If your child is sick or will be absent from camp, please notify staff before 9am on that day - email payton.shober@cityofbellevue.com to report all absences. **Absences reported verbally must also be emailed prior to their absence.**

Swimming (in addition to the posted guidelines at the pool):

- Children are asked to bring a **swimsuit, towel, and sandals/flip flops/crocs** every day.
- If your child does not know how to swim and prefers to stay out of the water, let us know so that the appropriate arrangements can be made.
- Any children wearing a life vest or puddle jumper are required to stay where they can touch in the pool.
- A child must pass a swim test given by a lifeguard in order to use the diving board, slides, or swim in the deep end.
- Parents will be asked to state any preferences that they have for swimming on their child's medical and information forms prior to camp. If your preferences change throughout the summer, please notify the camp director via email payton.shober@cityofbellevue.com
- **All children that need one are expected to bring their own life jacket or puddle jumper with them to camp every day. They must be Coast Guard approved and fit them properly! No floaties permitted!**
- They may leave their life jacket or puddle jumper in their cubby throughout the week if you would like them to.
- If your child does not have a life jacket, we will do our best to provide them with one. If there are none available, your child will not be permitted to swim until one becomes available.

Before/After Care

Before and after care will be available for children daily. Those signed up for care may begin arriving at 7:30 am. Campers will not be permitted into the room until 7:30 am. Those participating in after care must be picked up by 5:00 pm. Pickups later than 5:00 pm will result in a strike with a written notice. If you receive more than three strikes, your child will not be permitted to stay for the after care program and no refunds will be given. This type of care requires us to know your child's attendance far in advance. You must request and pay for this care at least 2 weeks in advance. All requests must be submitted via google forms to the Camp Director. If time changes need to be made, please email payton.shober@cityofbellevue.com as soon as possible. No refunds will be given for the care program. The charge for before or after care is listed in the chart above.

The care program will be a more relaxed version of camp. We will have activities available for your child to engage in. During this time, your child will have free choice on what they would like to participate in. If your child is participating in our care program, they will be permitted to bring a pillow and blanket with them. Early mornings and gloomy days call for a movie, and we're all for them getting comfy! **Those participating in the care program are recommended to pack breakfast and/or an additional snack that they can eat during that time.**

Staffing

Children will be supervised at all times. Our staff consists of caring individuals with varying degrees of education and experience. Staff are required by state law to report any suspicions of child abuse or child neglect.

Anything else you should know

- **We ask that all campers bring their belongings in a backpack to camp every day.**
- There will be a fridge available for your child to store their lunch in every day.
- We will have cubby spaces available for your child to store their belongings and extra outfits throughout the week.
- **We will not have camp on Friday, July 4th.** The price of camp will be discounted for those paying the weekly fee.
- Please check over the 'What to bring checklist' before coming to camp each day. We recommend putting it up on your fridge for a daily check!
- Check your email daily throughout the camp week for any special announcements we may have. **Email is our main form of communication used throughout the week, unless there is an emergency.**
- Make sure you answer any call that you receive while your child is at camp! Staff may be calling from their personal numbers if they need to contact you in a timely manner.

ENROLLING YOUR CHILD IN SUMMER CAMP INDICATES AGREEMENT TO ABIDE BY ALL POLICIES AND PROCEDURES ENUMERATED IN THIS PARENT/CAMPER HANDBOOK.

What to bring to camp every day:

- Bookbag
- Lunch
- Water bottle
- Towel
- Swimsuit
- Extra Outfit
- Sandals/ Flip Flops
- Life Jacket (if needed)
- Tennis Shoes
- Socks

Those participating in the care program may want to pack:

- Blanket
- Pillow
- Breakfast**
- Extra Snack**