



PADUCAH PARKS & RECREATION  
ALWAYS SOMETHING TO DO!

# *Summer Camp*



*Parent Informational Packet*

Mark Thompson  
Director



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**City of Paducah**  
**Parks and Recreation**  
**P O Box 7265**  
**Paducah, Kentucky 42002-7265**

April 1, 2019

Dear Parents:

We are looking forward to the opportunity to work with you and your camper(s) this year in our Summer Camps. We are excited about the new ideas and activities we have scheduled to keep your camper(s) interested and busy every day. We hope that your camper's experience this summer will be nothing less than fun and exciting.

This packet has been developed to guide you through the procedures of our camp and answer any questions you may have concerning the camp. Please read the following information very carefully as it contains valuable information for both you and your camper. Details about all of our summer camps are included in the packet to provide you with the most information possible.

Thanks so much for allowing us to work with your camper(s) and your family this summer. We know that they will have a wonderful time.

Sincerely,

Mallory McVey  
Recreation Specialist  
Paducah Parks and Recreation

# Summer Supplies Checklist

Please remember that your camper is going to be outside all day long.

## 1. Required Items - Daily

- Tennis Shoes (NO SANDALS)
- Play Clothes (t-shirts and shorts/pants)
- Bag/Backpack to keep your camper's belongings in (on pool days)
- Swimsuit and Towel - Must be a swimsuit that is approved by the pool; boy's trunks must have a mesh lining inside, camper(s) cannot wear regular clothes/gym shorts into the pool. Children who do not have appropriate swimwear will not be permitted to swim (pool rules).
- Sun block
- **Absolutely no electronics of any kind will be allowed at camp.** If campers bring electronics their leader will hold them until the end of the day. This includes cell phones. Parks and Recreation cannot be held liable for stolen or lost items.

## 2. Inclement Weather

1. Camp will meet as usual unless otherwise specified. If morning weather conditions are unfavorable, please call our cancellation line at 444-8621 for cancellation information. The line will be updated at least 30 minutes prior to the start of camp.
2. When inclement weather occurs during camp, Kidz Klub and Kidz Klub Too will be transported to the Parks and Recreation Building or the Paducah Recreation Center. PAC campers will need to be picked up at Noble Park immediately.

## 3. Field Trips and Special Events

- Field trips and special events are scheduled weekly.
- Paducah Parks and Recreation will provide admission fees for all of the field trips and special events.
- Campers will be responsible for any snacks, souvenirs, etc. that are purchased.
- All campers will be transported to and from field trips and special events in vans driven by Parks and Recreation Staff, or on school buses provided by Paducah Independent School System.

## 4. Pool Days

- Please send your camper with appropriate swim attire, towel, and sun block on their scheduled pool days. Swim shoes are permitted but not required.
- Kidz Klub: Tuesday – Friday
- Kidz Klub Too: Tuesday – Thursday
- PAC: K/2/4:Thursdays  
1/3/5: Wednesdays

## 5. Summer Food Program

- Lunch will be provided through the Summer Food Program. A calendar of scheduled lunches will be available in our office. Please note any food allergies on the registration form.

# Discipline and Behavior Management Policy

Paducah Parks and Recreation works hard to provide an environment that is fun, educational, recreational, and safe for all of our campers. Therefore, we WILL NOT tolerate bad behavior from our campers.

We do our best to reward camper(s) for good behavior, but when necessary we will sit camper(s) out during games, activities and pool time.

Unacceptable behavior:

1. Hurting other campers, staff, or oneself
2. Leaving designated area without permission
3. Destruction of property
4. Profanity and/or disrespectful language
5. Threatening violence to other campers or staff
6. Jeopardizing the health and/or safety of other campers or staff
7. We will not tolerate fighting. Fighting will warrant a 3-day suspension unless supervisor decides otherwise. Repeat offenses will warrant expulsion from the program for the summer without refund.

Discipline for unacceptable behavior will be determined by the Coordinator and Supervisors and will depend on each case individually. Suspensions and length of suspensions will be determined based on the severity of each case.

Be sure to go over this policy with your camper(s) before camp begins. It is very important that your camper understands this policy.

Refunds will not be issued to families whose camper(s) have been suspended from camp for any number of days.

## **Pick Up and Drop Off Option Procedures**

1. The Pick-Up and Drop-Off Authorization section on the registration form **MUST** be completed and on file for each camper.
2. Changes to Pick-Up Authorization Forms:
  - a. Changes may not be made directly on the original form. IF changes are necessary, the original authorizer must complete a new form and turn it in to the office.
  - b. Any changes, additions, or deletions warrant completion of a new form.
3. Authorized persons **MUST** sign the camper in and out each day. Only those individuals listed on the Pick-Up Authorization Form will be allowed to pick-up camper(s). **PICTURE I.D. IS REQUIRED FOR ALL AUTHORIZED INDIVIDUALS.**
4. If someone comes to pick up a camper and we do not have record of them on our rosters, they **WILL NOT** be allowed to leave with any camper, whether they provide ID or not.
5. If someone comes to pick up a camper and does not have a Picture ID with them, they **WILL NOT** be allowed to leave with any camper.
6. Situations involving court orders and/or custody require special attention. Please contact the office directly if you fit into these circumstances.
7. Camper(s) in the program are unable to sign themselves in and out. Authorized individuals **MUST** be at least 18 years old.
8. Parents may drop off camper(s) no more than 15 minutes prior to the start of camp. All camper(s) need to be picked up promptly at the end of their camp program.
9. Campers **MUST** be signed out before leaving camp for the day. If pick up is necessary before the camp day ends and pick up procedures have started, individuals picking up campers **MUST** find their camper's leader(s) and sign them out before taking their camper(s).

## **Camp Descriptions**

### **Playground Activity Camp (PAC)**

Camp for children who have graduated K-5<sup>th</sup> grades. Camp meets Monday-Friday from 9:00 a.m.-4:00 p.m. in Noble Park. The first session begins Monday, June 10<sup>th</sup>. The second session begins Monday, July 8<sup>th</sup>. Weekly activities include games, arts and crafts, sports, special events, pool days, nature hikes, water games and more! Parents can drop off and pick-up their children at Noble Park Shelter #16. Camp will not meet the week of July 1<sup>st</sup>-5<sup>th</sup>. Camp ends Friday, July 26<sup>th</sup>. Lunch is provided through the Federal Food Program. Cost is \$30 per session for each camper.

### **Kidz Klub**

Camp for children who have graduated K-5<sup>th</sup> grades. Camp meets Monday-Friday from 8:30 a.m.-4:30 p.m. at the Anna Baumer Building in Noble Park beginning Monday, June 10<sup>th</sup>. Weekly activities include field trips, arts and crafts, games, sports, daily pool visits and more! Camp is limited to 20 campers per week. Parents' pick-up and drop off. Cost is \$100 per week.

### **Kidz Klub Too**

Camp for children ages 3-5 years old who have not attended Kindergarten. Camp meets Monday-Friday from 9:00 a.m.-3:00 p.m. at the Arts and Crafts Building in Noble Park. Weekly activities include field trips, arts and crafts, circle games, swimming and more! Camp is limited to 12 campers per week. Parents' pick-up and drop off. Cost is \$75 per week

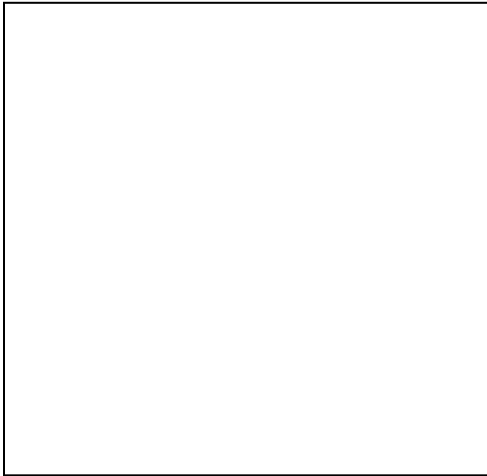
### **Leadership by Bike Camp**

Camp for 12-16 year olds. Campers meet at BikeWorld each morning and plan the day, then pedal to local eateries, shops, museums and parks...all that makes Paducah the place to be! Camp meets Monday-Friday from 9:00 a.m.-4:30 p.m. The first session is Monday, June 10<sup>th</sup>-Friday, June 14<sup>th</sup> and the second session is Monday, June 24<sup>th</sup>-Friday, June 28<sup>th</sup>. Must bring bike, helmet and water bottle with you. All equipment must be inspected by BikeWorld staff, before the first day of camp. Cost is \$150 per week. Pre-register.



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# Summer Camp Registration Form



### Program Information:

Mark each week of camp you would like to register for. Payment is due at the 2 of registration.

#### Playground Activity Camp

- Session 1: June
- Session 2: July

*Cost: \$30 per session*  
*Time: 9:00 AM-4:00 PM*

#### Kidz Klub

- 06-10-2019 week
- 06-17-2019 week
- 06-24-2019 week
- 07-08-2019 week
- 07-15-2019 week
- 07-22-2019 week

*Cost: \$100 per week*  
*Time: 8:30 AM-4:30 PM*

#### Kidz Klub Too (3 – 5 years)

- 06-10-2019 – 06-14-2019
- 06-17-2019 – 06-21-2019
- 07-08-2019 – 07-12-2019
- 07-15-2019 – 07-19-2019

*Cost: \$75 per week*  
*Time: 9:00 AM-3:00 PM*

### Camper's Info:

Name (first, last): \_\_\_\_\_ Gender (circle one):    M    F

Birthday: \_\_\_\_\_ School Grade (2018-2019 school years): \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Health Information:** Please provide any and all health information in the space provided below. Include all allergies and regular medications taken. (Note: Medications taken during the camp day must be child or parent administered.)

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**Primary Guardian:** (first, last name)

**Secondary Guardian:** (first, last name)

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Address, City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

(Notify us IMMEDIATELY of changes in contact information. There are instances (inclement weather or illness) that require staff to be able to contact family immediately.)



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## Emergency Contact Information

Please note: The individuals on the emergency contact list will be notified if we are unable to reach the primary and secondary guardians. The primary and secondary guardians should not be listed on emergency contact list.

**Emergency Contact:** (first, last name)

Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

**Emergency Contact:** (first, last name)

Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

**Emergency Contact:** (first, last name)

Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

(Notify us IMMEDIATELY of changes in contact information. There are instances (inclement weather or illness) that require staff to be able to contact family immediately.)



# Pick-Up and Drop-Off Authorization

Please list ALL of the people that will be dropping off or picking up your camper(s) at our summer camp programs. **This list will not be used to contact in the case of an emergency.** Please include working phone numbers for each person. If any person comes to pick up your camper and they are not listed here your camper will not be able to go with them. All of the people listed will need to present a picture ID when picking your camper up, and must be at least 18 years of age.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

I understand that this event is potentially hazardous, and that I (or my camper) should not enter and participate unless medically able and properly trained. I assume full responsibility for any injury or accident which may occur while traveling to or from the event, during the event, or while on the premises of the event. I also am aware of and assume all risks associated with this event, including but not limited to falls, contact with other campers, effects of weather, traffic and conditions of the road.

I hereby release the City of Paducah, Paducah Parks and Recreation, and each of their agents from any liability arising out of my or my camper's participation in this event. This waiver includes any and all claims, whether caused by negligence or the action or inaction of any of the above parties.

I hereby grant full permission to use any photographs, videotapes, motion pictures, website images, recordings or any other record of this event.

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Signature of parent or guardian

Date