



Summer Blast

**A program of
Marshalltown Parks & Recreation
10 West State Street
Marshalltown, Iowa 50158
(641) 754-5715**

Summer Blast Day Camp Family Handbook

Parks & Recreation Account

At www.MarshalltownParkandRec.com follow prompts to access & view your account by logging in with the email address you provided. Click “forgot password” to receive a system generated password. Please review and update family information, add a credit/debit card to speed convenient enrollment.

Enrollment

A completed registration form and payment for the week must be received before a child may attend Summer Blast. Registration forms are available online at www.marshalltownparkandrec.com. The registration form will not change from year to year, feel free to save it to your computer and update as needed each year. **Summer Blast no longer accepts DHS childcare assistance.** To avoid a late fee each week, payment for the next week must be made by the Thursday prior to the week the child will be attending. See payment deadlines on our website at www.marshalltownparkandrec.com

Payment

Space is limited. Early payment for needed weeks is recommended to secure your child’s spot each week. Payment may be cash, check or a credit/debit card (additional fee with credit card use). All payments must be made at the Parks and Recreation office. Summer Blast staff will not accept payments. Payments after the initial enrollment payment may be made over the phone with a card. Please do not send any money with your participant.

Discount

Any participant with a Marshalltown Family Aquatic Center season pass receives a \$10 discount per week off the weekly fee. Season pass must be purchased prior to or on the same day as registering for Summer Blast. Calculate for your family if purchase of a season pass is beneficial.

Late Fee

To avoid a \$10 late fee, payment must be received before 4:30 p.m. on the Thursday before each week your child will be attending Summer Blast. All payments must be completed at the Parks and Recreation Office.

To avoid a \$5 late pick up fee, Late pick \$5 late pickup fee will be charged for every 15 minutes after 5:15pm you participant is not picked up Late pick up fees must be paid prior to attending any future week.

Optional Swim Lessons

July 11 – 21; and August 1 - 11; 9:00-9:45 am; \$50.00

Space is limited. Enroll early at Parks and Recreation. Swimming lessons are Monday – Thursday for two weeks. Fridays are weather related make-ups days. A City bus will transport participants, with Summer Blast staff supervision, 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. Parents are asked to drop off and pick up at the West Entrance. Like last year, a staff member will come get your child from your car and sign them in. At that time you can give any needed direction to the staff member such as who will be picking them up, needed medical information, etc. Pick up will be the same process. **All campers must be at camp by 9:00am (unless other arrangements are made with the Head Directors)**

Hours / Early Drop-Off

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

Early drop off (6:45 a.m. to 7:45 a.m.) is available for \$5 per week.

All campers must be at camp by 9:00am (unless other arrangements are made with the Head Directors)

Schedule

We will be splitting the camp into LITTLES and BIGS. LITTLES are defined as K-3 grade and BIGS are defined as 4-6 grade. A schedule is followed at Summer Blast as we feel children still need structure during the summer. Schedules may vary for a variety of reasons but our main schedule is as follows:

LITTLES Weekly Schedules

Mondays & Thursdays

6:45 - 8:45 Free play/drop off
8:45 - 9:00 Clean up/go to circle
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 Quiet time/ prepare for pool
12:30 Load the bus
1:00 - 4:00 Aquatic Center
4:00 Load the bus
4:15 - 5:00 Free play/pick up

Tuesdays & Fridays

6:45 - 8:45 Free play/drop off
8:45 - 9:00 Clean up/go to circle
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 Quiet time/story time
12:30 - 1:30 Organized gym time
1:30 - 3:30 Centers
3:30 - 5:00 Free play/pick up

BIGS Weekly Schedules

Mondays & Thursdays

6:45 - 8:45 Free play/drop off
8:45 - 9:00 Clean up/go to circle
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 - 1:00 Quiet time/reading time
1:00 - 2:00 Organized gym time
2:00 - 4:00 Centers
4:00 - 5:00 Free time/pick up

Tuesdays & Fridays

6:45 - 8:45 Free play/drop off
8:45 - 9:00 Clean up/go to circle
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 Quiet time/ prepare for pool
12:45 Load the bus
1:00 - 4:00 Aquatic Center
4:00 Load the 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/go to circle
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
Lunch: while on the trip

Meals

Breakfast may be brought and participants are required to sit and eat upon arrival and any excess will be thrown away as there is no storage for leftover food.

Lunch is provided by the Marshalltown Community School District and utilized by Summer Blast when available. Lunch is provided on site daily.

Participants are allowed to bring lunch from home. Please include an ice pack in the lunch, as there is no refrigerator space for lunches. We ask that no soda pop be included for the drink, as participants rarely have enough time to drink an entire can of pop in the allotted lunchtime.

Afternoon snack is offered to each participant daily. However, participants are not required to eat the snack we provide. Participants are not allowed to bring snacks - unless an allergy or dietary restriction requires alternate snacks.

Camp Rules

The rules are established to ensure camp is safe, respectful and responsible. If camp leaders feel participants are misbehaving and not being safe, respectful or responsible while out in public, a trip may be cancelled. Camp directors and participants are representing not only the Marshalltown Parks and Recreation Department but the City as well. Camp rules include:

Be Safe

- Stay with your leader.
- Look both ways before crossing any street.
- 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 to the speaker.
- Use quiet voices inside.
- Include others when you plan.

Be Responsible

- Clean your area after yourself.
- Keep your cubby clean.
- Keep track of your own water bottle.
- Take care of all toys.
- Take care of the building.

Clothing

Staff and participants walk a lot during camp! Participants are **required** to wear tennis shoes, preferably with socks (many activities require socks). No dress shoes, boots or crocs will be allowed. (Sandals with a back strap are permitted but discouraged. Flip flops are only permitted to and from the pool on swim days.) Participants are encouraged to wear comfortable, cool clothing while at camp. Male participants must wear shirts. Female participants are not to wear swimsuit tops or crop tops for their shirt. The program shirt cannot be altered in any way.

Personal Possessions

No personal possessions, including electronics, toys, sports 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 and return it to parents at the end of the day. **No money is permitted at camp for any reason!**

Sun Screen

Bring a container of sunscreen for your child and clearly label it with your child's name. We recommend campers bring 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 your child's name) each day to camp. We discourage sports drinks. If your child does not drink water, please consider sending a non-sugary or flavored water.

Special Activity Trips

Part of the excitement at Summer Blast is the weekly special activity trips. Participants must understand and follow safety rules for each trip. Participants wear a colored rubber bracelet labeled "Marshalltown Parks & Rec" that corresponds to their camp director of their small group. Each director is responsible for a group of 8-10 participants. Participants are instructed to stay with their leader and a frequent head count is done while away from the center. Participants choosing not to follow safety rules during a trip are moved to a small group and remain with a head director until reuniting with their group on the bus.

Discipline

Participants will be asked to sign the rules poster that indicates the camp rules have been reviewed with each participant. Rules are reviewed on a weekly basis - because new participants may join each week - and they are asked to sign the rules poster also. If a participant chooses not to follow the rules, he/she will be removed from a trip or swim time for 10 minutes per episode. If behavior becomes a big concern, participants may lose their entire trip or swim time. Parents will be notified if their participant loses their entire trip or swimming time.

Staffing

Summer Blast Head Directors are educated in child development and some are teachers in local school districts. Head Directors are knowledgeable in finding age and developmentally appropriate activities. A Head Director is always on the premises. Either Head Director may be contacted regarding concerns at any time. Summer Blast Camp Directors undergo a rigorous hiring process. All Camp Directors are age 18 or older and complete a variety of trainings as stated in the Department of Human Services section below. Concerns may be discussed with Camp Directors and a Head Director will be involved as needed.

Department of Human Services

Summer Blast is no longer Iowa Department of Human Services (DHS) Registered Childcare Provider. We still follow most guidelines and standards set forth by DHS as we feel they are very important. Our staff are highly trained, including First Aid, CPR, and Blood borne Pathogens as well as are Mandatory Child Abuse Reporters. All employees are age 18 or older, have completed background checks to work at Summer Blast.

Winter Blast

Park and Rec offers Winter Blast during the Marshalltown School District Winter Break. Registration is offered on a day-to-day basis and a weekly discount is available.

Tax Receipt for Child Care

A year-end Child Care Receipt will be emailed for your tax filing records. Please update the Parks and Recreation office if you change your preferred email address for your tax receipt. The federal tax ID# is 42-6004934.