



**Parent Information  
Packet**



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# Dear Parents,

Thank you for choosing the Kidz Kamp program for your child! Trained recreation staff are on-site to promote a healthy, positive recreation environment to ensure the safety and enjoyment of its participants! Kids will enjoy sports & fitness activities, games, arts & crafts and many other educational opportunities. This program is designed for your children ages 5-12 years old and is available from 9am-12pm and 1-4pm during all Gilbert Public School break times. **Registration is required.**

Each day the kids will participate in a variety of structured activities designed to keep them entertained, moving, and learning.

In this packet you'll find important information regarding the Kidz Kamp program including policies, procedures, and forms including Emergency Contact Card, Climbing Wall Waiver, Emergency Medication Dispensing Information and the Code of Conduct. Please read all the information carefully and help us make you and your child's experience with us an awesome one!

If you have any questions regarding this program, please contact the center at 480-503-6202. We hope this will be a fun and exciting time for you and your family!

Sincerely,

***Town of Gilbert, Parks and Recreation Department***

***Freestone Recreation Center Staff***



# Mission Statement

We are a service organization committed to enhancing quality of life and serving with integrity, trust, and respect.

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## Facility Information

### **Freestone Recreation Center**

1141 E. Guadalupe  
Gilbert, AZ 85234  
480-503-6202

### **Regular Hours\***

Monday-Friday.....5:15am - 10pm  
Saturday.....7am - 9pm  
Sunday.....10am - 5pm

\*The Town of Gilbert observes most major holidays and recreation facilities may be closed in observance of these holidays. Check with center for closures.

### **IMPORTANT WEBSITE INFORMATION**

Official website for Freestone Recreation Center:

<http://www.gilbertaz.gov/parks/popups/freestonerecctr.cfm>

Town of Gilbert website: [www.gilbertaz.gov](http://www.gilbertaz.gov)

To locate the Gilbert Recreation Guide, go to: <http://www.gilbertaz.gov/recreation/>

Online registration available at: [www.GilbertRecreation.com](http://www.GilbertRecreation.com)

# How to Register

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## **Online:**

Registration is available online at [www.GilbertRecreation.com](http://www.GilbertRecreation.com) 24 hours per day, 7 days per week. In order to register, you will need a main contact client number, a family PIN number, course barcode and a credit card. If you do not have a main contact client number and a family pin number, please call the Parks and Recreation Department main office at 480-503-6200. Office hours are M-TH 7am-6pm. Payments can be made online using a Visa, Master Card or American Express. Payment must be made at the time of registration.

## **Walk-in:**

Walk-in registration is available at the Freestone Recreation Center, located at 1141 E. Guadalupe Rd., Gilbert, AZ 85234 during open business hours; M-F from 5:15am-10pm, SAT from 7am-9pm and SUN 10am-5pm. For directions, please call (480) 503-6202.

***Gilbert residents without a Town of Gilbert recreation account will be subject to resident verification. Please be sure to bring in a current utility or phone bill along with your AZ Drivers license.***

# About the Staff

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The Kidz Kamp program is supervised by CPR/AED and First Aid certified Recreation Leaders. Staff must be a minimum of 18 years old and have undergone a fingerprint clearance and background check. Staff must also have at least one year prior experience working with camps or kids programming. Each Recreation Leader receives a minimum of 5 hours of Rockwall training and must also pass a written and performance assessment. In addition to their prior experience and training, Kidz Kamp staff are also required to complete 3 days of training specific to our Kidz Kamp program.

# General Facility Rules

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The Town requests that participants/staff observe the following set of rules: All patrons are expected to respect the rights, privileges, and properties of the Town of Gilbert.

- Children ages 12 and older may use the Freestone Recreation Center unattended and are expected to follow the Youth Behavior Expectations. Anyone in the facility under 12 years of age must be accompanied by a person 15 years of age or older. Children ages 18 months – 7 years must be in the direct supervision\* of a parent or person 15 years or older at all times or **must** be checked into Kiddy Korner if not in the direct supervision\* of a parent or person 15 years or older.
- Freestone Recreation Center requires all patrons to pay a fee before entry for general facility use. A wristband and signature on the sign-in sheet is your proof of purchase. Registered program participants are excluded while participating in their registered activity. Continued use of the facility beyond that of the scheduled class time requires the purchase of a wristband and signing of the sign-in sheet.
- Compromising your own safety or the safety of others will not be tolerated and is reason for immediate removal from the facility.
- A photo ID is required for the checkout of equipment. Costs for replacement of broken or damaged equipment will be collected.
- No use of drugs, alcohol or tobacco products in facility.
- Appropriate gym attire is required.

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## Youth Supervision Policy

### **18 months-7 years:**

- Youth must be in the direct supervision\* of a parent or person 15 years or older at all times or **must** be checked into Kiddy Korner if not in the direct supervision\* of a parent or person 15 years or older.

### **8-11 years:**

- Youth must be accompanied by a parent or person 15 years or older, who must remain in the building at all times.
  - Failure to adhere to behavior expectations will result in loss of privileges for the youth.
  - The parent or guardian will be paged to the front desk and will be required to keep the youth in their direct supervision\* for the remainder of their visit.

## 12+ years:

- Youth are required to adhere to “Youth Behavior Expectations” (see below).
  - Failure to adhere to these expectations will result in loss of privileges for the youth.
  - Parent or guardian may be contacted regarding youth behavior and facility privileges.

## Youth Behavior Expectations

While utilizing the facility, youth are expected to follow all facility rules and behave in a positive manner. Youth will be given a warning by a staff member if they are not following behavior expectations. Failure to adhere to these expectations will result in loss of privileges for the youth and the parent or guardian may be contacted regarding youth behavior and facility privileges. The following behaviors are not permitted within the facility or registered programs:

- Violence, fighting (*zero tolerance- no warnings will be issued*)
- Illegal items/substances brought into the facility (*zero tolerance- no warnings will be issued*)
- Running in lobby area or any non-active area (i.e., hallways, assembly room, etc.)
- Disturbing and/or interrupting recreation or drop-in fitness classes
- Rough-housing and wrestling
- Misuse of facility furniture or equipment, to include: jumping on, moving, throwing, or using equipment for any purpose other than it’s intended use
- Swearing, profanity
- Yelling, shouting or playing music without headphones for others to hear
- Bullying, teasing

***\*Direct Supervision:** Being in same room/area as the participant, with the ability to **both** see and hear the child. Direct supervision must be by a parent, adult, or youth 15 years or older. This individual is responsible for monitoring and supervising the youth, not engaging in independent activities.*

## Gymnasium Rules

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- No food, beverages or chewing gum is allowed in the gym.
- Good sportsmanship must be displayed at all times. Fighting is grounds for immediate removal from the facility. No spitting or cursing.
- Appropriate attire/footwear is required in the gym. A shirt and closed-toe gym shoes with non-marking soles are required.
- If you have questions regarding the gym schedule, please see front desk.

# Climbing Wall Rules

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- Must be at least 5 years of age to climb. Individuals 40 lbs or lighter will require a separate rope attached in the carabiner.
  - Appropriate footwear, (athletic, rubber-soled shoes), is required. No open-toe shoes allowed.
  - No chalk or similar material allowed.
  - No food, drink or chewing gum allowed around the climbing wall.
  - Climbers must have the harness checked by staff prior to climbing.
  - Once the ball reaches the pulley you are at the top, please let go and descend to the base of the wall by pushing away from the wall with your feet.
  - Do not climb across the wall. Your sideways motion should never exceed two arm lengths in either direction.
  - Your feet must always remain as the lower point of your body. There is no hanging upside down in the harness. Your feet must be the first thing to touch the floor.
  - For your safety there is a one warning limit. Climbing privileges will be revoked from anyone not utilizing safe climbing practices. Use at your own risk.
  - Expectant mothers, and those with heart, back, or neck problems should not climb.
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## Photos & Videos of Participants:



The Town of Gilbert often takes pictures of participants in our programs. Some of these photos may be used for advertising in our publications and other types of advertising. By registering you are granting permission for any photographs, audio or video recordings taken of your child and/or yourself to be used by the Town of Gilbert for any lawful purpose, including the promotion of Town events on the Town's website or the Town's social media sites. You further waive any and all right to privacy, compensation, or the right to inspect or approve the photographs, audio or video recordings used.

## Discipline Policy

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Kidz Kamp participants are expected to act in an appropriate manner to ensure the physical and mental wellbeing of all participants. Any minor incident or misbehavior will result in immediate appropriate action by the Kidz Kamp staff. Appropriate action may include but is not limited to the following: verbal warning, removal from the activity, (time out), temporary removal from the program (parent pick-up) & phone call to the parent. Children who are harmful to others or extremely disruptive to the program

may result in permanent removal from the program. Please review the YOUTH BEHAVIOR EXPECTATIONS with your child and discuss acceptable behavior.

The Kidz Kamp staff is committed to preventing discipline problems by providing many opportunities to play safe and by keeping activities fun and exciting. They also review program rules with the kids each week.

In the case of a minor incident or misbehavior issue, the Kidz Kamp staff will send home a Freestone Recreation Center Discipline Slip. The slip will include details of the situation, the child's behavior, action taken by staff, and the consequence to the situation. We will request that you sign this slip and return it to the staff within 48 hours of the incident, (or the next time your child attends Kidz Kamp). There is also a Parent Response section if you have any comments that you'd like to add to this slip.

**Credits or refunds will NOT be given for suspensions or expulsions from the Kidz Kamp program.**

## Attendance Procedures

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Each camp day attendees will be required to sign in and out on our daily attendance sheet. In the event that a person, other than those listed on the Emergency Contact Card, is picking your child up from Kidz Kamp, the Kidz Kamp staff must be made aware of the change in pick up either in person, by telephone communication, or in writing. If your child is sick with a cold or with flu like symptoms we ask that you keep them home for a minimum of 24 hours after symptoms have subsided. All participants must be temperature, vomit and diarrhea free for at least 24 hours before bringing them to camp.



### **What to Wear to Kidz Kamp...**

Participants should wear closed-toed shoes during their attendance to Kidz Kamp. It is difficult to participate in games and activities in sandals, flip flops or boots. On scheduled Climbing Wall days, participants not wearing athletic shoes will not be allowed to climb the wall. An alternate activity will be offered to those not participating.

### **What NOT to Bring to Kidz Kamp...**

Electronic devices will not be permitted during Kidz Kamp. We would like to keep the kids actively engaged in activities with as few distractions as possible. If your child is found with an electronic device after check-in, the staff will place the item in a secure location and it will be returned to the authorized pick-up person at the end of the day. Please leave all personal and/or electronic devices at home. The center assumes no responsibility for personal items. All patrons are encouraged to secure their own possessions.



# Emergency Medication Information

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In the event that your child requires an emergency lifesaving medication such as an inhaler or epi-pen, an Emergency Medication Dispensing Information form must be on file for your child. This form is to be used for emergency medication only and cannot be used for over-the-counter medications or antibiotics. In the event that staff members witness a life threatening injury or illness, staff will immediately call 9-1-1 regardless of whether we have medication on hand and attempt to make contact with the Parent/Guardian listed on the Emergency Medication Dispensing Information form.

The parent/guardian acknowledges that any and all medications are given to the Town of Gilbert staff in their original container and that instructions on the pharmaceutical container are accurate. Parent/guardian understands child's medications will be stored in a locked cabinet onsite. Furthermore, the parent/guardian agrees to allow the Town of Gilbert staff to store and present medication to the participant and waive any claims against the Town of Gilbert and/or its staff.

# Daily Activities

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Supervised activities will be incorporated into the Kidz Kamp program that include, but are not limited to; climbing our rock wall, (sneakers must be worn and waiver must be filled out), gym/outdoor activities such as soccer, basketball, volleyball, tennis, dodge ball, etc., board games & table games such as foosball, table tennis, and billiards, arts & crafts, science experiments, and additional theme related activities.

Children that do not want to participate in our scheduled activities will be given an alternate activity choice including additional quiet drawing or reading time.

# Pit Stop Lunch

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As part of our Kidz Kamp program, participants have the option of registering for the Pit Stop Lunch program. Pit stop lunch is from 12-1pm and is located in our multipurpose room. During Pit Stop Lunch campers will have the opportunity to re-fuel their bodies in a fun, supervised setting. **Lunch is not provided. Camper must bring in a sack lunch. Please note a refrigerator and microwave are not available. Please plan your child's lunch accordingly.**

The facility has two vending machines equipped with snacks and beverages. Water, juices, sports drinks, and sodas cost between \$1.50-\$2.50. Pretzels, cookies, chips, and candy cost between \$1.00-\$2.00. Please send your child with small bills or exact change as we are unable to break larger bills.

## Parent Pick-Up

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The Kidz Kamp program is available during Gilbert Public School break times Monday through Friday from 9am-12pm and 1-4pm. Parents/guardians should make every effort to pick up their child at or before 12pm for the morning session, and at or before 4pm for the afternoon session. Please consider traffic and weather conditions when making your pick-up arrangements. If you require additional time, please consider enrolling your child in our Kidz Kamp Overtime program or our Pit Stop Lunch program, which will extend pick up times to 1pm for the morning session, and 5pm for the afternoon session.

In an attempt to ensure the safety of all Kidz Kamp participants, we will not release a participant to an unapproved person. Please be sure to fill out the EMERGENCY CONTACT CARD and include anyone authorized to pick-up your child. If unforeseen circumstance arise and you need an unapproved person to pick-up your child, you must provide either written authorization, email or a direct phone call to the facility giving consent, including the date and name of the person picking up your child. This information must be received prior to the release of your child and a photo ID will be required.



### Late Pick-Up

Children who are not picked up by 12 pm for the morning session will be sent to to our Pit Stop Lunch program and will remain with the staff member until their parent/guardian arrives. Staff will attempt to contact parent/guardian to inform them of the late pick-up. To ensure we have the best number(s) to reach you, please be sure to fill out the EMERGENCY CONTACT CARD. **A \$4 late pick-up fee will apply.**

Children who are not picked up by 4 pm for the afternoon session will be moved to the Freestone Recreation Center Kiddy Korner and will remain with a Kiddy Korner staff member until a parent/guardian arrives. Staff will attempt to contact parent/guardian to inform them of the late pickup. To ensure we have the best number(s) to reach you, please be sure to fill out the EMERGENCY CONTACT CARD. **A \$4 late pick-up fee will apply.**

### Forms of Payment

Payments of late fees will be collected at the time of pick-up in the form of credit card, cash, or check (**made payable to the *Town of Gilbert***). If payment is not made at this time then it must be submitted within 24 hours. Payments not made will be grounds for suspension from the Kidz Kamp program.

# Kidz Kamp Overtime

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Need help getting to work on time? Or maybe you just need an extra hour for yourself? Kidz Kamp Overtime allows you to add an extra hour to your Kidz Kamp session. Overtime is available up to one hour before and/or up to one hour after Kamp. Enrolled participants will be supervised in a safe area where they can engage in fun activities during this time. Kidz Kamp Overtime is a separate activity and does require registration or payment of the daily rate fee. The Overtime Daily rate is \$4 and is required prior to the participant entering the overtime program.



# GILBERT PARKS AND RECREATION EMERGENCY CONTACT CARD

## PARTICIPANT INFORMATION

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Participant Name: \_\_\_\_\_ Gender: M F

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

List any physical problems/conditions or allergies to food or medications known:

\_\_\_\_\_  
\_\_\_\_\_

## PARENT/GUARDIAN INFORMATION

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Parent(s)/Guardian(s): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

## IN CASE OF EMERGENCY, PLEASE CONTACT

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Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## ALTERNATE PICK-UPS

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In an effort to ensure the safety of all participants, we will not release a participant to an unapproved person. In the event a person other than a parent is picking up a child from class, the participants parent must provide either written authorization, email or a direct phone call to the class instructor providing consent, including the date and name of the person picking up your child. The person picking up the participants from class will be required to show a photo ID before your child will be released.

### Alternate Pick Up

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_



PARKS & RECREATION-FREESTONE RECREATION CENTER  
CLIMBING WALL WAIVER

One participant per form please

Child's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Gender: M F DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade level: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone(H) \_\_\_\_\_ Cell: \_\_\_\_\_

Does this participant have any special needs (physical limitations)? \_\_\_\_\_

Please list health restrictions (if any) \_\_\_\_\_

Allergies \_\_\_\_\_ Medication currently taking \_\_\_\_\_

Primary Care Physician \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Note:** When minor accidents occur it is our policy to contact the child's parent/guardian. When a serious accident occurs, our policy is not only to contact the child's parent/guardian but also to activate Emergency Medical Services.

**Assumption of risk & Release of Claims & Notice**

I allow my child and myself to participate in Gilbert Parks & Recreation programs and activities, including transportation provided, and to use Gilbert recreation facilities including but not limited to any climbing wall or equipment on site. I release the Town of Gilbert and its employees of any liability, claims or demands, which we may have hereafter as a result of my child's and my own participation in programs and activities and use of recreation facilities. I understand that the Town of Gilbert has no medical insurance for my child or me. I understand there are risks involved with physical exertion and use of recreation facilities, including serious injury. I certify that my child's and my own physical condition are satisfactory to participate in programs/activities. I also give my permission for any photographs, audio or video recordings taken of my child and/or myself to be used by the Town of Gilbert for any lawful purpose, including the promotion of Town events on the Town's website or the Town's social media sites. I further waive any and all right to privacy, compensation, or the right to inspect or approve the photographs, audio or video recordings used. I am at least 18 years of age, and verify that all information provided at registration or on this form is correct. Providing incorrect information including but not limited to date of birth and address is grounds for removal from the program and may result in suspension of the privilege to participate in future programs.

Parent or Legal Guardian Signature

Date

**FREESTONE RECREATION CENTER CLIMBING WALL RULES**

- Must be at least 5 years of age to climb.
- Individuals 40lbs or lighter will require a separate rope attached in the carabineer. Maximum weight is 300lbs.
- Appropriate footwear (athletic, rubber soled shows) is required. No open-toe shoes allowed.
- No chalk or similar material allowed.
- No food, drink, or chewing gum allowed around the climbing wall.
- Climbers must have a harness checked by staff prior to climbing. A staff member will hook the harness to the carabineer.
- Once the ball on the cable reaches the pulley, you are at the top. Please let go and descend to the base of the wall by pushing away from the wall with your feet.
- Do not climb across the wall. Your sideways motion should never exceed two arm lengths in either direction.
- Your feet must always remain as the lower point of your body. There is no hanging upside down in the harness. Your feet must be the first thing to touch the floor.
- For your safety, there is a one warning limit. Climbing privileges will be revoked from anyone not utilizing safe climbing practices. Use at your own risk.
- Expectant mothers, those with heart, back, or neck problems should not climb.

*Questions regarding the climbing wall can be directed to the Freestone Recreation Center Staff at 480-503-6202.*



Emergency Medication Dispensing Information

Participant: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Description of Allergy or Medical Condition: \_\_\_\_\_

\_\_\_\_\_

Symptoms of Allergic Reaction or Medical Need:

\_\_\_\_\_

\_\_\_\_\_

Medication Information

Name of Medication: \_\_\_\_\_

When to Dispense: \_\_\_\_\_

\_\_\_\_\_

Dosage: \_\_\_\_\_

Specific Directions for Dispensing Medication: \_\_\_\_\_

\_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_

Prescribing Physician: \_\_\_\_\_

Physician Contact Number: \_\_\_\_\_

In the event that staff members witness a life threatening injury or illness, staff will immediately call 9-1-1 regardless of whether we have medication on hand and attempt to make contact with the Parent/Guardian listed above.

The undersigned acknowledges that any and all medications are given to the Town of Gilbert staff in their original container and that instructions on the pharmaceutical container are accurate. Parent/guardian understands child's medications will be stored in a locked cabinet onsite. Furthermore, the undersigned agrees to allow the Town of Gilbert staff to store and present medication to the participant and waive any claims against the Town of Gilbert and/or its staff.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_