

Camp Link

Parent/Student Handbook - 2022



WELCOME TO CAMP LINK

Welcome to the Westlake City Schools Camp Link program. This parent/student handbook provides information regarding the policies and procedures that govern the Camp Link program. Please review this handbook and discuss the appropriate information with your child. Many individuals are responsible for planning and providing the Camp Link program. They include: Board of Education members, administrators, camp link staff, custodians, and bus drivers. The effort and dedication exhibited by these many individuals enables the Westlake City Schools to present an excellent, flexible, and affordable summer enrichment experience. It is our goal to provide your child with an active, enriching, and fun-filled summer experience - full of diverse activities. We look forward to a successful 2022 summer.

WESTLAKE CITY SCHOOLS VISION STATEMENT

The Westlake City School District will provide a dynamic, student-centered, positive learning environment. Our district will be characterized by actively engaged learners, mutual respect, shared knowledge, pursuit of new skills and capabilities, collaborative learning, willingness to take action, a team commitment to data-driven continuous improvement, and tangible results.



WESTLAKE CITY SCHOOLS MISSION STATEMENT

We educate for excellence... Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society.

CAMP LINK MISSION STATEMENT

We will provide an experience that is enriching, creative, and safe. Empowering students to achieve personal growth and satisfaction in an environment that is exciting, active, and nurturing.

CAMP LINK PHILOSOPHY

The Westlake City School District will provide each Camp Link student with a safe and fun-filled learning experience while guiding and mentoring them as they develop intellectually, socially, and emotionally within the program. All Camp Link programming is aligned and directly tied to the Ohio Academic Content Standards. All students will have the freedom to learn at their own pace and choose their own learning materials while being provided a balance of freedom and guidance, individual and group activities, and active and passive experiences. Students will be treated as unique, diverse individuals in an atmosphere that promotes self-respect and respect for the rights of others.



CAMP LINK DIRECTORY

Administrative Offices

Mr. Michael Waters, Program Coordinator

Mrs. Julie Houser, Assistant Program Supervisor

24365 Hilliard Boulevard

440-835-6306

<https://www.wlake.org/departments/project-link>

Camp Link 2022 – Westlake Elementary School

27555 Center Ridge Road

440-250-1212

Ms. Julie Houser

Assistant Program Supervisor

Mrs. Nancy Kendall

Site Coordinator

Mrs. Josephine Lux

Site Coordinator

Mr. Matthew Sprosty

Site Coordinator

All extensions are equipped with voicemail. You may also contact the administrative offices or Camp Link by contacting the main switchboard, 440-871-7300, at the Westlake Board of Education.

DAYS/HOURS of OPERATION

Camp Link will commence June 13th and conclude on August 17th.

***Camp Link will be open each day from 7:00 A.M. – 6:00 P.M.**

Camp Link will be closed on Monday, July 4th.

REGISTRATION & ENROLLMENT POLICIES & PROCEDURES

Students entering grades K-8 at the start of the 2022-2023 school year are eligible to attend. If you are currently enrolled in Project Link you may enroll in Camp Link via your [parent portal account](#). If you have not previously been enrolled in Camp or Project Link - Camp Link registration may be completed online at https://www.schoolcareworks.com/registration/westlake/start_registration.jsp.

If you wish for your child to start Camp Link on the first day, June 13th, completed registrations need to be submitted no later than

Wednesday, June 8th. Please take note of the following Westlake Board of Education Camp Link enrollment policies

- ***Enrollment will only be processed online.***
- ***Registration and enrollment policies and procedures must be adhered to in order to provide efficient and fair administration of the program.***
- ***Enrollment in Camp Link is complete when all required forms and payments have been processed.***
- ***Families' accounts must be current in order to enroll in Camp Link 2022.***

TUITION



The Westlake Board of Education charges \$4.70/hour for Camp Link care. At the conclusion of each week the amount of time your child attended Camp Link is deducted from your Camp Link account in 1/10th hour increments. You will be notified via email when a payment is required. **Initial payment must be submitted online or to the Project Link office before enrollment is complete and prior to utilization of Camp Link.** Subsequent payments may be made online or at Camp Link. Payments are to be submitted in the form of an online credit card payment or check/money order payable to the Westlake Board of Education. ***The Westlake Board of Education charges a \$30.00 fee for all returned checks.***

ENROLLMENT/ACTIVITY FEE

There is a \$50.00 per child enrollment/activity fee deducted from your child's Camp Link account at the time on enrollment. **The maximum enrollment fee/family is \$100.00.**

NON RESIDENT ENROLLMENT/ACTIVITY FEE/WEEKLY FEE

A \$100.00 per child enrollment/activity fee deducted from your child's Camp Link account at the time on enrollment. **The maximum enrollment fee/nonresident family is \$200.00.** Nonresidents are also charged a \$10.00/week fee/child for Camp Link attendance.

DAILY ATTENDANCE CALENDAR/DROP IN ATTENDANCE

[Please indicate which days your child is attending via the attendance tab](#) in the [parent portal](#). Attendance days can be added to the calendar until 11:00 P.M. the day prior to attending. You may attend on a drop in basis with a fee of \$5.00/child.

ACCOUNT MANAGEMENT – PARENT PORTAL

Parents have the ability to edit information, check account balances, make payments, monitor attendance, print account and tax statements and register for additional enrichment programs via the [parent portal](#). If you need assistance or do not have log in information please contact the Project Link office.

BUILDING SECURITY

The main entrance will be open daily for drop off and pick up between the hours of 7:00 A.M. – 9:00 A.M. and 4:00-6:00 P.M. The building will be secured at all other times.

ARRIVAL/DEPARTURE PROCEDURES

When dropping off/picking up please park in the front visitor lot and walk to the main entrance/vestibule. If you are arriving between the hours of 7:00 A.M. – 9:00 A.M. or 4:00-6:00 P.M. a member of the staff will greet you. If you arrive between 9:00-4:00 please contact Camp Link at 440-250-1212 and inform us of your presence. Parents/Guardians or designees may be required to provide photo identification as proof of identity upon request by a Camp Link staff member. Students will only be released to custodial parent(s)/guardian(s) or additional adults who have been designated by the custodial parent(s)/guardian(s).

PARENT APP

InSite Parent is a parent portal application that allows parents access to center and student information, [Click here to view/print a PDF version of the InSite Parent guide](#). To download the InSite Parent application, navigate to the App Store or Google Play store on your mobile device. Search and download the InSite Parent application.

ACCOUNT BALANCES

You may check your Project Link account balance by logging onto your [parent portal account](#). When your account balance drops below \$35.00 remaining per child you will be notified – via email - to make a payment. If your account is more than \$150.00 in arrears - services will be suspended until the negative balance is paid and an additional care is purchased.

HEALTH AND SAFETY

Our primary goal at Camp Link is to provide a safe environment in which students may flourish. As a result, the following policies are in effect to ensure the safety and welfare of each student in attendance.

COVID-19

Please review the Westlake Board of Education [policies and procedures in regard to COVID-19](#).

EMERGENCY MEDICAL AUTHORIZATION



Each student is required to have a current [2022 Camp Link emergency medical authorization](#) on file providing information from the parent/guardian on how they wish for Camp Link and the Westlake City Schools to proceed in the event of an emergency. ***This information must be submitted before your child's first day of attendance. If your child is a current Westlake City Schools student this information should have been updated and submitted at the start of the 2021-2022 school year. If your contact information has changed, you are new to the Westlake City Schools, or your child is not a Westlake City Schools student – new emergency medical information must be completed and submitted.*** [Camp Link emergency medical forms are available online](#). Hard copies are also available at each Project Link site and the Westlake Board of Education.

SUPERVISION

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

ILLNESS/INJURY

In the event of student illness or injury the parent/guardian will be contacted. Depending on the severity of the illness/injury the parent/guardian or their designee may be required to pick up the child immediately. The Westlake Board of Education adheres to all State of Ohio statutes and Board of Health regulations that pertain to contagious disease – this information can be located in the [Westlake Elementary Schools Parent/Student Handbook](#).

MEDICATION POLICY

For the protection of students, the administration of medication while attending Camp Link is discouraged. When no alternative is available, Camp Link staff members will be permitted to administer medication with a [signed parent consent and physician order form](#). The consent form must provide specific directions for the administration of medication. The [parent consent and physician order forms](#) are available in the Project Link administrative office and on the [district website](#). Medication must be transported to and from school by the parent/guardian. **A new parent consent and physician order form must be completed each summer.**

STUDENT CONDUCT

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that rights of others are not violated or abused. Disciplinary action will be taken if a student's behavior has become disruptive to the mission of Camp Link or when violation of a rule is evident. The type, frequency, and seriousness of an offense determine the disciplinary action. Although the disciplinary actions listed below reflect a progressive course of action, all steps may not be considered or appropriate in every circumstance.



1. Verbal Warning
2. Project Link Instructor – Student Conference
3. Written Conduct Report – Parent Notification
4. Denial of Privileges
5. Parent Conference
6. Emergency Removal
7. Suspension
8. Exclusion

CODE OF CONDUCT

Please review the Westlake City Schools Code of Conduct with your child located in the [Elementary Handbook](#), [DIS Handbook](#) and [LBMS Handbook](#):

SUSPENSION, EMERGENCY REMOVAL, AND EXCLUSION

SUSPENSION FROM CAMP LINK

When a student is being considered for a suspension, the Project Link Coordinator or Project Link Assistant Supervisor will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. The Project Link Coordinator or Project Link Assistant Supervisor will then determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day. Setting forth the reason for the suspension, the length of the suspension, and the process for appeal.



EMERGENCY REMOVAL FROM PROJECT LINK

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the mission of Camp Link, the Project Link Coordinator or Project Link Assistant Supervisor may remove a student from the premises. If emergency removal exceeds 24 hours, then a due process hearing will be held within three (3) student days after the removal is ordered. Written notice of the hearing, the reason for the removal, and any intended disciplinary action will be given to the student before the hearing. In an emergency removal a student can be kept from participating in Camp Link until the matter of his/her removal is disposed of at the hearing either by reinstatement, suspension, or exclusion.

PROCEDURES FOR EXCLUSION

Upon the recommendation of the Project Link Coordinator, the Director of Business Affairs may exclude a student from attending Project Link. The Director of Business Affairs will give the student and his/her parent/guardian written notice of the intended exclusion. The official notice of exclusion will be mailed to the parent/guardian. This notice is to include reasons for the exclusion, the right of the student and his/her parent/guardian to appeal the exclusion, and their right to be represented at the appeal. Upon request, the student and parent/guardian or representative will have the opportunity to appear before the Director of Business Affairs to challenge his/her action or to otherwise explain the student's action.

MISCELLANEOUS

MOBIL PHONES/ELECTRONIC DEVICES

The Westlake Board of Education is not responsible for any damaged, lost or stolen cell phones or electronic devices.

CREDIT CARD PAYMENTS

The Westlake City Schools offers the option of purchasing Camp Link services online with your Visa, Master Card, Discover, American Express credit and/or debit card. In order to make an online credit/debit card payment simply access the Westlake City Schools website: <https://www.wlake.org> or the Project Link website: <https://www.wlake.org/departments/project-link> and click on the **SPS EZpay** icon listed under about us. If you have already created an **SPS EZpay** account to make payments to your school lunch account - enter your username and password. If you do not have an **SPS EZpay** account please follow the instructions for creating an account. In order to create an account you will need your child's six digit student ID # - if you do not have this number please contact the Project Link office. Once logged into **SPS EZpay** select the Activity Fee option, select the corresponding payment option - then enter the payment amount in the quantity field. The Westlake City Schools can only accept credit/debit card payments online. Credit/debit card payments can only be processed through the **SPS EZpay** – **do not try to make an online payment while logged into your Project Link account through the parent portal.**

Please direct inquires to the Project Link office at 440-835-6306, 1-866-MyEZpay (866-693-9729), or email at info@spsezpay.com. Payments made online will be credited by the end of the next business day and there is a convenience charge of \$1.50 per transaction, to utilize this system.

DEVICE USAGE

Students are bound by the Westlake Board of Education's [Acceptable Use Policy](#) to access the Westlake City Schools computer network.

DRESS CODE

Clothing with inappropriate language and/or depictions, or revealing clothing will not be permitted at Camp Link.

EMERGENCY PICK UP

If contacted by the Camp Link staff and instructed to immediately pick up your child due to health, medical, safety or disciplinary reasons – you are required to do so within one hour of initial contact. Failure to do so will result in a late pick up fee of \$5.00 for every fifteen minutes after the initial hour. The fee will be deducted from your Camp Link account.

EXPRESSIONS OF CONCERN & PARENT COMMENT/COMPLAINT PROCEDURES

Communication is key to a successful learning experience. Communication should begin with the student and the Camp Link teacher, or the parent and the Camp Link teacher. Should a situation arise when a consensus cannot be reached the program coordinator may be contacted. Official complaint forms may be obtained from the Project Link office.

FIELD TRIPS

All field trips must be registered for in advance, including payment of fees and submission of parental consent forms. **Students will not be added to the field trip list until fees are paid and field trips are non-refundable.** Each child will be provided with a Camp Link t-shirt to be worn on field trip days. Please make sure that your children are dressed appropriately in regard to the destination and weather conditions. Students need to arrive at least 15 minutes prior the scheduled departure time for each trip. Camp Link will depart on time for all field trips. **Students arriving less than 15 minutes prior to departure will be removed from the field trip roster.**

FOOTWEAR

Students attending Camp Link will be participating in organized physical education activities. Please make sure that your children wear or bring appropriate footwear (rubber soled gym shoes).

FINANCIAL ASSISTANCE

Free or reduced tuition is available to qualifying families. **The deadline to apply for free care for the 2022 edition of Camp Link is May 27, 2022 at 11:59 P.M.** Please contact the Project Link administrative office for further details or refer the [Project Link free/reduced tuition application](#).

GUM AND CANDY

Candy is restricted to parties, or as provided by the Camp Link staff. Gum chewing is prohibited on school premises.

LATE FEE

A late fee of \$5.00/child for every five minutes after closing will be assessed for pickup after 6:00 P.M. Excessive and consistent late pickup will result in exclusion from the Camp Link program.

LATE PICKUP

If a student remains at Camp Link over 30 minutes past closing, and all reasonable attempts have been made to contact the parent(s)/guardian(s) and all other emergency contacts provided by the parent(s)/guardian(s), and the parent(s)/guardian(s) have made no discernable attempt to contact Camp Link. The child will be turned over to the Westlake Police and considered abandoned.

LOST AND FOUND

Please clearly mark with your child's name all clothes, supplies, backpacks, and other belongings. Lost items may be reclaimed from the lost and found and items of greater value (electronic devices, watches, glasses etc.) may be claimed at the Project Link administrative office.

LUNCHES/SNACKS

Students are required to bring a packed lunch each day that Camp Link is in session, unless otherwise instructed by the Camp Link staff. Your child's lunch must meet 1/3 of the USDA recommended daily nutritional allowance. If Camp Link is required to provide your child with a lunch the cost of the meal will be deducted from your child's Camp Link account. All students will receive a snack in the morning and afternoon each day that they attend Camp Link.



PARENT ADVISORY COMMITTEE

A committee comprised of Project Link parents, staff members, and district administrators will meet periodically to discuss, review, and evaluate facets of the Project Link program. The Project Link Parent Advisory Committee is a valuable tool in plotting the future course of the rapidly expanding program. Please contact the Project Link administrative office if you are interested in participating.

PARENT PARTICIPATION/COMMUNICATION/FEEDBACK

We encourage all feedback and are available to answer questions or address concerns at your convenience. Your ideas, feedback, and opinions are essential and valued. Please do not ever hesitate to express them.

RECESS BAGS

Students are encouraged to bring [recess bags](#) to Camp Link.

RECESS

Students are expected to participate in outdoor and indoor recess and wear appropriate clothing and footwear. The play area will be designated according to weather conditions. Students are expected to adhere to designated playground and gymnasium rules. Students who abuse rules may be denied recess privileges.

REFUNDS/BALANCE TRANSFERS

At the conclusion of the summer, unused funds will be transferred into your child's Project Link account or into their Camp Link account the following summer. **Refunds will be issued only in extenuating circumstances.**

RESTROOMS

Improper behavior, damage, or waste of restroom materials is prohibited. Students are expected to keep restroom areas clean and litter free.

STANDARDS BASED PROGRAMMING

In an effort to provide an experience that builds upon the foundation laid during the school year. All Camp Link programming is directly tied by grade level to the Ohio academic content standards.

STUDENT PARTICIPATION POLICY

Project/Camp Link does not discriminate on the basis of disability. Project/Camp Link is a program servicing children in a group child care setting. Registration policies and procedures apply equally to all children. In order to participate, children must be able to independently tend to their toileting needs and be toilet trained. To better care for a child, we need all pertinent information regarding special needs. This could include information regarding physical, emotional, or behavioral needs, medications, allergies, or any other special circumstances. The Child's IEP/Section 504 plan should be shared to provide consistency of care. Qualified students with disabilities will be afforded accommodations, modifications, and/or interventions, unless such accommodations, modifications, and/or interventions would impose an undue financial burden, or would alter the fundamental nature or purpose of the Project/Camp Link program. A determination that a particular accommodation/modification/intervention would constitute an undue burden must be made by the Program Coordinator after considering all resources available for use in the funding and operation of the Project/Camp Link program, and will be accompanied by written statement of the reasons for reaching that conclusion. Before a child is excluded from the program, the parent/guardian will be provided with an opportunity to meet with Project/Camp Link personnel to discuss the reasons for the intended exclusion. All children must follow the Project/Camp Link rules and adhere to the Project/Camp Link Code of Conduct, and the ability to do so is a qualification for enrollment in the Project/Camp Link program. If at any time the

Project/Camp Link staff feels the children enrolled in the program and/or the staff, and/or the child himself, are endangered by a child's failure to follow program rules, the child involved may be excluded from the program.

SUNSCREEN

Although Camp Link staff members will apply or help students apply sunscreen we ask that each day that students arrive at Camp Link wearing sunscreen. If you wish to have sunscreen reapplied to your child please indicate that during the online enrollment process. Sunscreen must be clearly labeled with your child's first and last name.

TELEPHONES

Camp Link has a telephone equipped with voicemail; messages will be responded to in a timely manner. Student use of Camp Link telephones will be limited to emergencies and must be authorized by a member of the Camp Link staff.



**ENROLLING YOUR CHILD IN CAMP LINK
INDICATES AGREEMENT TO ABIDE BY ALL
POLICIES AND PROCEDURES ENUMERATED
IN THIS PARENT/STUDENT HANDBOOK**



**CAMP LINK IS A SELF-SUPPORTING,
SCHOOL AGE CHILDCARE AND ENRICHMENT
PROGRAM PROVIDED BY
THE WESTLAKE BOARD OF EDUCATION**