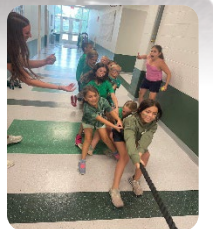
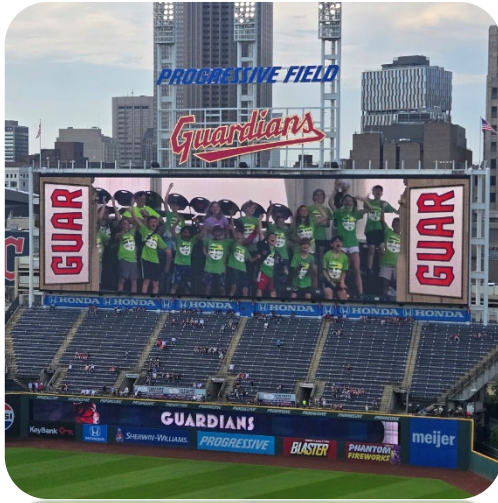


# CAMP LINK

## PARENT /STUDENT HANDBOOK



## 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 enable 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 2026 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 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 Coordinator  
24365 Hilliard Boulevard  
<https://www.wlake.org/departments/project-link>

## **CAMP LINK 2026 – WESTLAKE ELEMENTARY SCHOOL**

**27555 Center Ridge Road**  
**440-250-1212, WES Camp Link**  
**440-250-1130 Absence Line & Hilliard Campus**

Mrs. Julie Houser	Assistant Program Coordinator
Mr. James Becker	Lead Site Coordinator (Grades 1-4)
Mrs. Josephine Lux	Site Coordinator (Kindergarten)
Ms. Jessica Bernath	Site Coordinator (Grades 1-2)
Ms. Grace Evans	Site Coordinator (Grades 3-4)
Mr. Matthew Sprosty	Site Coordinator (Grades 5-8)

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**

June 15 – August 7 at Westlake Elementary School, open daily **from 7:00 A.M.- 6:00 P.M.**  
Camp Link will be closed on June 19 and July 4.

## **CAMP LINK 2026 ENROLLMENT POLICIES**

- ***Enrollment Opt-In for Full-Time Families – must complete form by 3/11/2026***
- ***Enrollment will only be processed online.***
- ***Registration and enrollment policies and procedures must be followed to provide efficient and fair administration of the program.***
- ***Enrollment in Camp Link is complete when all required forms and payments have been processed.***
- ***Accounts must be current to enroll in Camp Link 2026.***

## **REGISTRATION & ENROLLMENT POLICIES & PROCEDURES**

Students residing in Westlake entering grades K-8 at the start of the 2026-2027 school year are eligible to attend. If you are currently enrolled in Project Link or have utilized Camp Link in the past, 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](#).

## TUITION

The Westlake Board of Education charges \$5.90/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 before 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 \$22.00 fee for all returned checks.*



## ENROLLMENT/ACTIVITY FEE

There is a \$60.00 per child enrollment/activity fee deducted from or billed to your Camp Link account at the time of enrollment. **The maximum enrollment fee/family is \$120.00.** Enrollment fees must be submitted to finalize enrollment. Enrollment fee(s) outstanding as of 4/17/2026 will result in cancellation of enrollment.

## ACCOUNT MANAGEMENT – PARENT PORTAL

Parents can 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 login 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 A.M.-4:00 P.M., 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).

## FIELD TRIP ONLY - HILLIARD PROJECT LINK SUMMER SESSIONS

Field trip only sessions will be held on August 10, 11, 12 and 13 from 8:00 A.M.-4:00 P.M. at Hilliard. Students attending may be dropped off between 8:00-8:30 A.M. and picked up anytime between 3:30-4:00 P.M. The cost of attendance is \$60.00/day - field trips are scheduled each day, and all students enrolled attend the field trip. Staff will not remain on-site while students are off campus. Field trip-only sessions must be registered for in advance, and your child must be enrolled in the 2026 Camp Link to attend. Registration for summer field trip sessions will occur in July 2026. **Participation is contingent upon a student demonstrating the ability to behave safely and responsibly while off campus. Participation is at the sole discretion of the Project Link staff.**

## ACCOUNT BALANCES

You may check your Project Link account balance by logging into 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 an account is more than \$150.00 in arrears for greater than seven days, services will be suspended until the negative balance is paid and 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.

## EMERGENCY MEDICAL AUTHORIZATION

Each student is required to have a current [2026 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 2025-2026 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 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 School 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

### CODE OF CONDUCT

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

### CAMP LINK STUDENT BEHAVIOR GUIDELINES

All students attending Camp Link are expected to conduct themselves in a manner that is respectful, responsible, kind, and safe. In an effort to promote a safe and stimulating environment for all children and staff. Should a child display behavior that jeopardizes the safety or security of themselves or others, our team will contact the child's parent or guardian and request that the child be removed from the program for the remainder of the day. Additional removals may follow as warranted. Upon the child's return, a family conference may take place to develop a plan for improving behavior. Repeated removals from the program may result in cessation of care.

The Project/Camp Link program strives to provide a quality and enriching experience for children. However, it may not be the most appropriate childcare experience for every child, or for the same child at different stages of their development. The Project/Camp Link program reserves the right to dismiss any child if that child's needs cannot be met due to either undue burden or because the child's continued enrollment causes a fundamental alteration to the nature of the Project/Camp Link program, including but not limited to a determination that a child poses a threat or danger to themselves or others.

### STUDENT BEHAVIOR/BEHAVIORAL EXPECTATIONS

Students are expected to participate in programming and activities without disrupting or preventing other students' ability to participate.



- Students are expected to follow the directions of staff.
- Students are expected to show respect for others and not be aggressive, intimidating, or demeaning to peers or staff.
- Threats to other students and adults are taken seriously and considered grounds for disciplinary action, including suspension.
- Students are to use a normal tone of voice indoors and use acceptable language at all times.
- Students are to use furnishings and materials properly and carefully, and return all items to their designated place when they finish using them. Students are responsible for cleaning their space after snacks/lunch, after play, and before departing.
- Students must stay within the designated program space, both indoors/outdoors.
- Electronic games are not permitted unless authorized by staff. Smartwatches, cell phones, and any other personal communication devices are to remain in backpacks or an approved storage area while attending Project/Camp Link.

## **CONSEQUENCES**

- A Conduct Notice will be issued when a student repeatedly does not follow the behavioral guidelines, or for a severe infraction or deliberate violation of the rules.
- Three Student Conduct Notices will result in a student/parent conference with supervisory staff and suspension from the program for a duration of 1-3 days.
- If a student's behavior warrants 2 additional Student Conduct Notices (for a total of five), the student will be excluded from the program for the duration of the session.

Additionally, if a student's behavior is severe and presents a consistent threat to the safety or security of themselves or causes a fundamental alteration to the nature of the Project/Camp Link program, they may be dismissed for the duration of the session prior to five Student Conduct Notices.

## **MISCELLANEOUS**

### **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**

Online credit card payments may be submitted via the [online platform PaySchools Central](#).

### **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 instructor, or the parent and the Camp Link instructor. 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 are required to arrive at least 30 minutes before the scheduled departure time for each trip. Camp Link will depart on time for all field trips. **Students arriving less than 30 minutes prior to departure will be removed from the field trip roster.** Participation is contingent upon a student demonstrating the ability to behave safely and responsibly while off campus. Participation is at the sole discretion of the Project Link staff.

## 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 tuition assistance for the 2026 edition of Camp Link is March 20, 2026, at 11:59 P.M.** Please contact the Project Link Administrative Office for further details or refer to the [Project Link tuition assistance 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 placed in the care of 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 each morning and afternoon that they attend Camp Link.

## PARENT ADVISORY COMMITTEE

A committee composed of Project/Camp 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 toward 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 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 with a staff/student ratio of 1 instructor to 12 students. In order to participate, children must be able to independently tend to their toileting needs and be toilet-trained and participate within the supervision level described above. 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/Assistant Program Coordinator after considering all resources available for use in the funding and operation of the Project/Camp Link program. 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/Behavior Guidelines, 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 themselves, 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 students arrive at Camp Link wearing sunscreen. If you wish to have sunscreen reapplied to your child, please complete the [online sunscreen form](#). 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 IN THIS HANDBOOK**



**CAMP LINK IS A SELF-SUPPORTING  
SCHOOL-AGE CHILD CARE PROGRAM PROVIDED  
BY THE WESTLAKE BOARD OF EDUCATION TO  
RESIDENTS OF WESTLAKE**

