

TnT

Summer Camp

Entering 6th-9th grade



2025



SEATAC SUMMER CAMP

Parent Manual for TnT Camp

Welcome to SeaTac Parks & Recreation Department! We are looking forward to another great summer filled with great new adventures and friendships. Your camper will enjoy daily activities including arts and crafts, games, field trips, swimming, and much more.

The following information will provide you with an overview of our program. Please take a few minutes to read this important information. If you have questions after reviewing this manual, contact the SeaTac Community Center at (206) 973-4680.

TnT Summer Camp Base

Valley Ridge Community Center (next to Tyee High school)
4644 S. 188th St.
SeaTac, WA 98188

Camp Hours-

Camp hours are 7:30am-6:00pm. Drop off at Valley Ridge Community Center. Campers should arrive at Valley Ridge no later than 9:00am to ensure participation. Tardiness may result in campers missing activities and field trips.

Camp Leadership

Ashley Birch, Recreation Supervisor
206.973.4693
abirch@seatacwa.gov

Erik Petersen, Recreation Program Specialist
206.976.4696
epetersen@seatacwa.gov

Weekly camp schedules will be available one week prior to the start of camp. Information provided will include daily arrival and departure updates (if different than normal), daily activities, additional items to bring and other useful information.

Registration

Registration is on a first come, first serve basis, depending on space availability. The following items must be completed and on file at the community center at least 24 hours prior to attendance in the program:

- Registration Form/Liability Waiver
- TnT Camp Guidelines signed by camper and parent.
- Medication Policies Form (if needed)

Registration will be taken at the SeaTac Community Center. Your spot is reserved with a full payment of \$20 for each week of camp.

Payment Information

Payments are made by the auto payment plan ran on the Monday prior to the week of enrollment or due date. Payments can also be made at the SeaTac Community Center or by calling them at 206-973-4680 if you wish to pay your payment ahead of the due date. Payments may be made in the form of a check or credit card (MC or Visa). Credit card payments can be paid online through Rec1 software. The link for this is on the recreation page of the city website, www.seatacwa.gov. There will be a \$25 fee for all returned checks.

Refunds-

You will receive a full refund (less \$20 holding fee) for cancellations made with 1 weeks' notice. Requests for refunds must be made in writing and should give the name of the camper, camp or field trip date(s), and reason for refund request. There will be no refunds within one week of camp unless there is a special circumstance, such as serious illness or injury. There will not be a discount, or a refund for days missed. We hope to serve as many tweens & teens as possible. By registering you are committing to attend each week reserved. Failure to attend without notice could lead to removal from future weeks or rest of summer.

Camp Staff

In order to provide a safe and positive experience for your child, the entire CAMPS program staff is certified in First Aid and CPR. A Washington State Patrol Background check will be done on each camp leader prior to their employment with the city. Staff also spends considerable time in training prior to the start of camp. Training covers staff expectations, city policies, discipline, parent communication and Defensive Driving Training.

Camp Organization

TnT Camp participants will have the opportunity to plan some of their own activities under the supervision of the TnT Camp staff. Most activities and field trips have been pre-planned. TnT activities include arts and crafts, games, planning and running special events for the day camp, volunteer opportunities, field trips, outdoor activities, swimming and much more. The Recreation Program Specialist will approve all activities and trips.

Lunch/Snack

Campers will be notified if lunch will be provided by a partner organization. In addition, Campers can choose to bring a sack lunch and beverage (non-glass container) each day. Fully disposable lunch containers are required for all field trips. Campers will be served an afternoon snack daily. It is highly advisable for each camp participant to bring a water bottle for use throughout the day. Please try to avoid bringing lunch that must be microwaved.

What to Bring and Wear

- Campers should come to camp in comfortable clothes and closed toe shoes (preferably tennis shoes).
- Camp participants should bring extra clothes suitable for a change in weather, e.g., jackets, shorts, sweatshirts, etc. A swimsuit and towel is recommended every day to allow for adjusting schedules and changes in the weather.
- Campers should bring a large sack or backpack with their name on it to hold camp belongings each day, including their water bottle.
- Please bring sunscreen each day to insure adequate protection from the sun. *Camp staff is not allowed to administer sunscreen.*

Things to Consider

- Please do not allow campers to bring valuables to camp unless special arrangements have been made with the camp staff. Our facilities and staff will not be held responsible for items that become lost, broken, or stolen.
- On rainy days, TnT Camp may go to see a movie. TnT Camp sees movies approved by the Recreation Specialist and maybe G, PG, or PG-13.
- Music with explicit lyrics will not be tolerated at camp. The privilege of bringing your own music will be lost if participants choose to ignore this guideline.
- Clothing left at camp will be placed in the "lost and found" at the Valley Ridge Community Center. Unclaimed items will be donated to a charitable organization.
- Electronics are allowed at camp but there will be times when campers are asked to put away for participation purposes.

Check-in/Check-out Procedures

Each TnT Camp participant can sign themselves in and out each day they attend camp by. If a parent would like to have the participant signed in and out by an adult, that can be arranged as well, please notify the Recreation Specialist. A check-in/check-out sheet will be distributed and monitored by staff. The participants will not be allowed to leave camp before the end of the day unless it is communicated in writing with the Specialist or Supervisor that it is permitted.

Illness

Campers not well enough to follow the day's routine (including outside activities) and campers with any contagious disease must not attend camp. This includes, but is not limited to campers with the following symptoms or illness:

- Fever • Sore Throat • Active Rash
- Discharging eyes • Nausea
- Lice • Stomach Pain/Diarrhea • Chicken Pox

- COVID-19

If Campers become ill during TnT Camp, a parent/guardian will be notified and asked to pick up their camper. Parents should establish an alternate plan if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday.

Reporting Absences

Please notify SeaTac Parks & Recreation Department at (206) 973-4680 as soon as you know your camper will not be in attendance for the day.

Contacting Your Camper while at Camp

If you have an emergency situation and need to speak with your camper immediately, please call Ashley at (206) 973-4680. If they are unavailable, leave your name and a contact phone number with the community center staff member. If the TnT Camp is away from the community center, it may take up to fifteen minutes for you to be contacted.

Please limit your use of this service to emergency situations only.

Administration of Medicine

Any prescription medication to be administered to a camper while at our facility must be accompanied by written approval of a parent and a physician. In addition, a medication policy form must be filled out prior to medication being dispensed. All medications must be in the original container with the camper's full name, date of purchase, and correct dosage. A written medication instruction form is required from the pharmacist. Non-prescription medication will be administered, if the medication policy form is filled out, for one day only without written authorization from a physician. The staff will keep all the medication. It is the responsibility of the parent/guardian to make sure that we have sufficient medication for the day(s) your child will be in camp. Any remaining medication must be picked up within 5 business days from the last day of program. After this period, any unclaimed medication will be disposed of. Medication forms must be filled out annually.

Med

Injuries

Staff will treat all minor injuries. If staff determines that the campers should receive professional medical treatment, parent/guardian will be notified immediately.

Emergency Procedures

In case of serious illness or injury the following procedures will be used:

1. Administer First Aid/CPR
2. Contact 911
3. Contact parent/guardian or emergency contact
4. Transport to nearest hospital (if necessary)
5. File accident/medical report

Forbidden Items

- Cigarettes/Vapes
- Lighters
- Matches
- Music with explicit lyrics
- Drugs/Alcohol
- Fireworks
- Weapons (or items resembling weapons)
- Pepper Spray

Clothing

1. Leave valuable items including clothing, jewelry, cameras, make-up, and money at home. Spending money may be optional on some field trips. TnT Camp staff will not be responsible for lost, stolen or damaged items.
2. Clothing and other items left at camp will be placed in the “lost and found” and taken to the Salvation Army at the end of camp, if unclaimed.
3. Clothing that displays alcohol, tobacco, sexually explicit material or anything that staff considers objectionable will not be allowed at camp.

Discipline Policy

1. Reasoning: Communication between campers and staff where problems/solutions are identified.
2. Time away from group: The removal of the camper from a specific activity for a short period of time, up to 15 minutes. Staff will discuss situation and resolve problem with individual(s).
3. Parent/Camper/Staff conference with a further detailed Behavior Contract.
4. Probation Period: Possible suspension from program.
5. Dismissal from program

These steps are taken in order to provide a safe environment. In the case of a serious violation, one or more of the above steps may be skipped. It is our goal to help each camper develop self-control and respect for others.

If you have any questions or concerns regarding this system, please contact Nicole. Misbehavior on field trips may result in your camper not being permitted to attend the next scheduled field trip. Campers may be immediately dismissed if behavior threatens the safety of themselves, fellow campers, or staff.

If while on a field trip a TnT Camp member is engaged in an illegal activity, the parent/guardian will be notified and required to pick-up their teen immediately, either at the Valley Ridge Community Center or at the location of the incident. This will be decided at the discretion of the staff. The rest of the camp will return to the Valley Ridge Community Center as needed.

TnT Camp Guidelines

TnT campers and parents are required to read the following guidelines. SeaTac Parks & Recreation Department wants all campers to have a positive experience at camp this summer. A thorough review and understanding of these guidelines is key to making this happen. After reviewing these rules, please read and sign the included Parent/Camper Contract. Please bring this form with you on your first day of camp.

General

1. Bring a positive attitude and the willingness to “try” each time you come to camp.
2. Campers must be respectful of the camp staff, other campers, and the facility at all times.
3. Abusive language, profanity, and teasing will not be tolerated.
4. Cell phones and electronics are permitted but should be kept in backpack unless it is permitted to have out during the permitted times. If guidelines are not followed, then privileges could be revoked.

Safety

1. Campers must always advise their leader(s) of their whereabouts. On some field trips, campers will be allowed to leave the group. This privilege may be revoked if check-in times are not adhered to.
2. Weapons, or any object(s) that may be harmful to others, are not permitted in the program. This includes but is not limited to guns (this includes water and toy guns), knives, sling shots, and wrist rockets or other items deemed unsafe.
3. The “buddy system” will be used any time the TnT Camp is off-site. At no time is a camper allowed to be alone.
4. Any kind of behavior or language that will endanger others will not be permitted. This includes fighting, threats and reckless actions.

Attendance

1. TnT Campers are asked to be at the Valley Ridge Community Center by 9:00AM.
2. TnT Campers can sign themselves in and out each day they attend camp. However, once on-site the participants will not be allowed to leave camp on their own before the end of the day unless it is communicated in writing with the Specialist or Supervisor that it is permitted by the parent/guardian. A follow up call to verify planned absence/early dismissal may be made to parent/guardian
3. No camper will be allowed to attend camp until all required signature forms are completed and returned to SeaTac Parks & Recreation staff.

X

TnT Camper

X

Parent