



ATHENS-CLARKE COUNTY
LEISURE SERVICES

SUMMER DAY CAMP

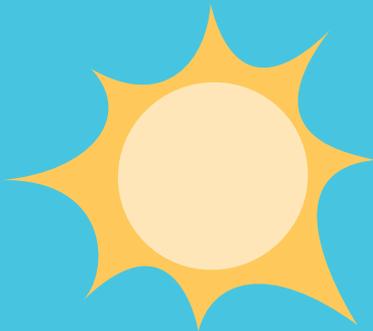
PARENT HANDBOOK

//////////////////// 2019 //////////////////////



LEARN · CREATE · PLAY

accgov.com/leisure



Welcome To The ACC Leisure Services' Department Summer Day Camp Program!

The Leisure Services Department's Summer Day Camps and Mini Camps are designed to provide positive summer activities for elementary, middle, and high school aged participants within an enriching, safe, fun, and secure environment.

A trained and caring staff supervises all programs. Educational, recreational, and motivational activities geared to the interests of the participants are provided and may include arts and crafts, field trips, games, group activities, special events, sports, and swimming.

The following information will allow you and your child to have an enjoyable and memorable summer camp experience. Please take time to familiarize yourself with the contents of this handbook.

We look forward to serving you this summer!

Athens-Clarke County Leisure Services Department
Mission Statement:

We build a healthier and more livable community by providing opportunities to learn, to create, and to play in quality parks, programs and facilities that are valued by our citizens.

GET CONNECTED!



TABLE OF CONTENTS



- 4 CAMP VISION/VALUES/GOALS
- 5 GENERAL INFORMATION
- 6 REFUND POLICY
- 7 CAMPER ATTENDANCE
- 11 CAMPER WELL-BEING
- 15 CAMPER BEHAVIOR
- 16 CAMPER BEHAVIOR RULES
- 18 CLOTHING & PERSONAL BELONGINGS
- 19 CAMP DIRECTORY & LOCATION

TERMINOLOGY:

Throughout this handbook, when we use the words:

- **PARENT(S)** we also refer to **GUARDIAN(S)**
- **CHILD** we also refer to **CHILDREN**

GENERAL INFORMATION

CAMP VALUES

- Respect
- Integrity
- Positive Environments
- Openness & Inclusivity
- Fun

CAMP VISION

Leisure Services envisions a world in which children grow up exploring new ideas, enriching their lives, connecting with their communities, and making the most of life for themselves and others.

PROGRAM GOALS

Camp goals include emphasis on the “learn, create, play” focus of the Departmental mission statement. These goals and any accompanying objectives are used as a tool to evaluate the success of the camp programs. Each camp site may have different learning objectives.

Leisure Services Camp Goals:

- Provide opportunities for self-exploration and creative expression
- Build self-confidence in campers
- Foster the development of friendships
- Encourage constructive problem solving and conflict resolution
- Promote new skills and development

ACCOMMODATIONS

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Athens-Clarke County Leisure Services Department, should answer “yes” in the accommodation section in the online checkout process. Generally, seven (7) business days advance notice is required to review reasonable accommodation requests. A response to an immediate need for accommodation will be considered to the fullest extent possible; however, the Americans with Disabilities Act does not require the Leisure Services Department to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

SUMMER CAMP STAFF

The Leisure Services Department’s summer camp staff consists of qualified and caring individuals, including college students and schoolteachers, who choose to work during the summer. All applicants must pass a criminal history check prior to being hired. Once hired, all staff complete extensive pre-camp preparation including: child abuse reporting, camper supervision and discipline, First Aid/CPR certification, and van driving training (when appropriate), as well as additional site specific training as necessary.

LUNCH

Certain camps may offer lunch and/or snacks. Please refer to your specific camp information.

HOLIDAY SCHEDULE

In observance of Independence Day, camp will not be in session on Thursday, July 4, 2019.

REFUND POLICY

- If the Leisure Services Department is responsible for the cancellation of a program or class, a full refund will be issued to all registered participants.
- No refunds will be granted after the start of the program session or class. Fees collected of less than \$5.00 will not be refunded (unless the Department cancels the program or class).
- Request for a refund must be received no fewer than seven (7) business days prior to the first day of class or program.
- Refunds will be assessed an administration fee of 25% of the amount paid. This fee applies to all programs with a fee of \$5.00 or more.
- After the seven (7) business-day deadline, refunds may not be granted without a written medical excuse from a licensed physician.
- Refund requests must be received from the individual who registered the participant. Refunds will be issued back to the credit or debit card used for the original payment, or in a paper refund check for those who initially paid with check or cash.
- In unusual situations (patron is relocating, has an illness, becomes physically unable to continue the program, etc.) when a refund is requested for services that have been paid in advance (such as annual passes), the balance of the remaining value may be refunded upon request.
- Behavior-related dismissals from camp programs are not eligible for refunds.

CAMPER ATTENDANCE



ATTENDANCE POLICY

If your child is unable to attend camp for any reason, call the camp to notify staff.

If staff does not hear from you after two consecutive camp days, your child will be removed from the program and his or her spot will be filled by the next child on the waiting list. This policy is in place to provide camp participation opportunities for the many children on waiting lists.

Refunds will not be issued for the program balance if you are in violation of the attendance policy.

If your child will not attend camp on a particular day for an appointment, please send a note ahead of time, and remind the staff the day before, if possible.

The camp program occurs during the advertised hours each day, and campers should be prepared to stay each day for the entire program unless an appointment has been communicated to staff in advance. Excessive tardiness for drop off will not be allowed as it disrupts the camp schedule and camper supervision.

- Thirty (30) minutes after the starting time for camp is considered “tardy”, and all sites have the same time period for assessing tardiness; except the East Athens Educational Dance Center, where campers may be tardy up to five (5) minutes provided advance notification is given.
- If a camper is tardy three (3) days in one week, staff will have a conversation with the parent/guardian about whether the child should stay enrolled if on-time arrival is a problem. Patterns of tardiness or absence may result in children being removed from the Leisure Services summer camp program.
- Campers will not be permitted to be picked up more than thirty (30) minutes early each day.

SIGN-IN/SIGN-OUT PROCEDURES

- A daily attendance sheet is kept on all campers. Upon arrival at camp, parents/guardians are required to check in their child. Once camp begins, a staff member will make sure everyone is accounted for and checked in.
- Check-in may also occur in high-traffic areas through the vehicle window with staff during drop-off time. At these camp sites, identification placards are issued to parents after verifying identities with driver's licenses, and are required to be on display on the dashboard during drop-off and pick-up to make the pick-up process faster.
- If parents need to pick up their child early, they must send a note that morning and check in at the campsite upon arrival.
- When parents are picking up their child from the program, they will be asked to check him/ her out by signing their name and time of pick-up beside their child's name on the sign-out sheet. Parents may be asked to show identification to staff, as a safety precaution for their child. Picking up and signing out may also be done with a staffer through the car window if a placard is on display.

ALTERNATIVE PICK UP POLICY

- For the safety of your child, in order for someone else to pick up your child you must list that person's name in the Authorization for Pick Up section when you register.
- You may also notify staff by calling the camp office or by sending a note with your child. If staff is not notified prior to checkout, your child will not be allowed to leave the program until staff has communicated with you. Please note this procedure is imperative for the safety and security of your child.
- Uber and Lyft drivers will not be allowed to pick up campers without a parent in the vehicle accompanying the child. The corporate policies of both Uber and Lyft prohibit drivers from transporting minors without parents present.



LATE PICK-UP POLICY

Children must be picked up within fifteen (15) minutes of the end of the camp day. Any child remaining beyond that time must be enrolled in the extended care services. Ending times vary by camp location. If your child is picked up past the designated departure time, a fee of \$10.00 for every fifteen (15) minutes beyond designated departure time will be assessed and must be paid before your child can attend the next camp day.

If this policy is violated three (3) times, whether you were late enough to be assessed a fee or not, you may be asked to find an alternative program for your child, and no camp fee refunds will be given.

EXTENDED CARE SERVICES

Many Leisure Services Department Summer Camps offer parents the opportunity to drop off their child early (7:30-9:00 a.m.) and/or pick up their child after camp ends (4:00-5:30 p.m.) for an additional fee. Extended care is an extra service beyond the camp

IMMUNIZATION POLICY

To align with immunization policies of the Clarke County School District, we require confirmation that you have provided your child's school with a correct and up-to-date immunization form or a signed, notarized affidavit stating that you do not want your child to have immunizations based on your religious beliefs. If your child is home-schooled, we will require a copy of the immunization form or the notarized affidavit prior to the first day of camp. A copy of the Georgia Vaccine Requirements for School Attendance can be found on the Clarke County School District website.

CAMPER WELL BEING

Health Requirements

Due to the community nature of camp, it is vital that campers share only experiences (not illnesses). A good guideline for parents to think about is whether the child will be too uncomfortable to learn or whether he/she might be contagious to other children. Parents are directed to not send campers to camp under the following conditions:

- Child has a fever of 100 or greater - Child should stay home until there is no fever for 24 hours and no medicine has been given for fever for 24 hours.
- Child has vomited more than once in the past 24 hours - Child should stay home until they have not vomited for 24 hours.
- Child has diarrhea – Child should stay home if they have any condition that requires them to make frequent “emergency” trips to the bathroom.
- Child has pain – Child should stay home if they are experiencing pain such as earache, sore throat, or stomach ache.
- Child has a rash – Child should stay home if they have a rash, as this is sometimes a symptom of a contagious illness or may be contagious in and of itself.
- Child is contagious – Child should stay home if they have an illness that is contagious to other children (or exhibit animals): Pinkeye, Chickenpox, Strep, German Measles, Measles, Mumps, Pinworms, Head Lice, Impetigo, Ringworm, Flu, etc.
- This policy is in accordance with the Clarke County School District policy.

A camper that experiences any of these conditions during the camp day, or is suspected of having a contagious or infectious disease will be excluded from program activities. The camper’s parent or guardian will be notified and instructed to pick up the

camper immediately. If the condition is infectious, the camper may reenter programming only by providing a doctor's note, which clears them to return to camp.

Scrapes and scratches that require first-aid will be treated and reported to you at the end of the day.

MEDICATION POLICY

Procedures for administering medication:

- If your child has any allergies (i.e., food, medications, etc.) or dietary restrictions, please indicate such during registration or advise staff in writing immediately.
- All medication should be administered at home whenever possible. If it is necessary for your child to take prescribed medication during program hours, a Medical Authorization Form must be completed in full by your physician and signed by you, outlining specific instructions. In most cases, the camper, per physician statement, will administer all medications under adult supervision.
- Staff will not knowingly allow anyone to take either prescription or over-the-counter medication during program hours without your and/or your physician's authorization.
- After staff receives the appropriate authorizations, they will store the medication in a secured area that is accessible only by authorized personnel. Exceptions will only be made if permission is given by you and your physician for your child to carry the medication during program hours certifying that he/she can safely self-administer the dosage.
- You are expected to hand deliver medication to the program director, unless your child is authorized by you and your physician to carry the medication.

- No over-the-counter drugs (e.g. Tylenol, Benadryl, cough medicines) will be administered unless authorized through a completed Medical Authorization Form.
- Medication must be in its original pharmaceutical container and labeled with your child's name, medication dosage, and schedule.
- You should not provide more medication than is necessary for the program session. If you send more than the specific quantity and do not collect the unused medication within one week after the program has ended, the staff will destroy the unclaimed medication.
- All measuring utensils used for administering medications must be labeled with your child's name on the utensil and brought in with the medication.
- Pills may not be broken in half by staff. All half dosages need to be split prior to the program.
- You must submit a new authorization whenever there is a change in the dosage or medication, or a change in the conditions under which your child is to take the medication.

SITE EMERGENCIES

- All camps have personnel trained in CPR and Basic

First Aid.

- If a major or life threatening injury or accident occurs during scheduled program hours, it will be handled in the following manner:
 - 911 will be called immediately.
 - You will be notified.
 - Based on the professional decision of the EMT unit, your child may be transported to the closest medical facility for immediate care or the EMT may advise you or program staff how to treat or care for your child.
- In the event of an emergency or natural disaster, the following procedures will be in effect:
 - Campers will remain on site until an authorized person picks them up.
 - In the event of a site evacuation, campers will be taken to a local emergency shelter. The location will be posted on the site door. Efforts will be made to contact you should evacuation be necessary.
 - Program staff will remain with the campers until an authorized person arrives.

VISITATION & EVALUATION

- Staff welcomes you to visit programs at any time. It is recommended you schedule your visit in advance so that you may be informed of the camper's location.
- You must report to the front desk before entering the building or any other area the children are occupying at that time. This is a safety precaution for all campers involved in the program.
- Feedback is essential to programs; please share your thoughts with staff. A program evaluation will be provided at the end of each camp session.

ONGOING COMMUNICATION

Our staff appreciates you keeping us informed of your child's special needs or any transitions in the home life. This helps the staff remain sensitive to your child's needs.

CAMPER BEHAVIOR



CAMPER BEHAVIOR RULES

In order to maintain a friendly, fun and safe environment in our summer program, we have adopted the following rules regarding behavior management of campers. These rules ensure that each camper will achieve the most positive experience possible from their time at summer camp.

Please review these rules with your child prior to his/her participation in the camp program.



CAMP BEHAVIOR RULES

PARTICIPANTS WILL:

- Show respect and consideration for other campers and staff.
- Exhibit proper manners.
- Respect equipment, supplies, and facilities.
- Communicate positively with other campers and with staff.
- Respect the belongings of others.
- Listen and follow instructions from staff.
- Participate in activities.
- Independently use the restroom and dress/change into swimsuits without assistance.

PARTICIPANTS WILL NOT:

- Use violence, force, intimidation, or other negative behavior.
- Bully others in any way.
- Use inappropriate language or name-calling.
- Destroy supplies or property.
- Bring inappropriate items to the program (weapons, etc.)

These rules are not all-inclusive but serve as guidelines for appropriate behavior.

PROGRESSIVE DISCIPLINE & BEHAVIOR MANAGEMENT

Should the behavior of a camper need to be corrected, ACCLS staff will utilize progressive discipline in most situations concerning negative behavior. A verbal warning will be given and continued unacceptable behavior will be followed by a “time out.” Swim time may also be taken away for unacceptable behavior. Should behavior be egregious enough, a parent conference will be required before the child can return to camp activities. Serious behavioral issues may result in suspension or expulsion from the camp program following the parent conference.

BULLYING

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Those who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as engaging in name-calling, insulting others, making threats, spreading rumors, attacking someone physically or verbally, or excluding someone from a group on purpose.

Camp staff are trained to spot and stop bullying behaviors at camp, and the consequence for bullying is covered in the zero-tolerance policy section of the Code of Conduct.

CLOTHING & PERSONAL BELONGINGS

- Campers should be dressed in age appropriate clothing suitable for their specific camp program. Camp is a place to occasionally get messy, so dress your child accordingly for his/her camp activities which take place primarily inside or outside. If you are unsure if your child's clothing is acceptable for camp, please use his/her school's dress code as a guide.
- Campers will not be allowed to swim without proper swim attire. This includes swim suits and swim trunks that are age appropriate and fit properly. Arm floats are not permitted at the pool. Children needing flotation devices will be issued life jackets.
- Please label all of your child's belongings.
- Please do not send personal items to the program such as cell phones, electronic games, iPods, money, or toys. Staff is not responsible for any misplaced, damaged or stolen items.
- Sandals, flip-flops, heeled shoes, or open-toed shoes are **not permitted**. Closed toe shoes should be worn at all times. Your child may not be allowed to participate in activities without the proper footwear.



SUMMER DAY CAMP LOCATION & DIRECTORY



ATHENS CREATIVE THEATRE

293 Gran Ellen Drive (Quinn Hall at Memorial Park)

195 West Washington Street (Morton Theatre)

Contact: Terry Powell – (706) 613-3628

EAST ATHENS COMMUNITY CENTER

400 McKinley Drive

Contact: Trevor Ross – (706) 613-3593

EAST ATHENS EDUCATIONAL DANCE CENTER

390 McKinley Drive

Contact: Nena Gilreath – (706) 613-3624

GYMNASTICS

705 Sunset Drive (Bishop Park)

Contact: Tina Callaway – (706) 613-3589

LAY PARK

297 Hoyt Street

Contact: Randy Haygood – (706) 613-3596

LYNDON HOUSE ARTS CENTER

211 Hoyt Street

Contact: William Stephanos – (706) 613-3623

MEMORIAL PARK

293 Gran Ellen Drive

Contact: John McKinney – (706) 613-3580

ROCKSPRINGS PARK

291 Henderson Extension

Contact: Marci Summer – (706) 613-3602

SANDY CREEK NATURE CENTER

205 Old Commerce Road

Contact: Randy Smith – (706) 613-3615

TEENS IN ACTION

400 Bob Holman Road (Sandy Creek Park)

Contact: Heather McNamee – (706) 613-3631

ZOO CAMP

293 Gran Ellen Drive (Bear Hollow Zoo)

Contact: Jen Benoit – (706) 613-3580