



LEISURE SERVICES DEPARTMENT

Mission Statement: To enrich the lives of our citizens through the stewardship of the community's natural resources and the efficient and responsive provision of quality leisure opportunities, experiences, and partnerships.

www.accleisureservices.com

706-613-3625

SUMMER DAY CAMP PARENT HANDBOOK

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Summer Day Camp sites and locations:

- **Athens Creative Theatre**

Contact: Terry Powell
Memorial Park
293 Gran Ellen Drive 706-613-3628

- **Bishop Park**

Contact: Tina Washington
705 Sunset Drive 706-613-3589

- **Broadacres Recreation Center**

Contact: Sara Simmons
Broad Street 706-613-3600
706-613-3603

- **East Athens Community Center**

Contact: Bob Betz
400 McKinley Drive 706-613-3593

- **East Athens Educational Dance Center**

Contact: Lois Thomas-Ewings
390 McKinley Drive 706-613-3624

- **Grand Slam**

Contact: Camille Branch
Clarke Middle School
1235 Baxter Street 706-613-3589

- **Lyndon House Arts Center**

Contact: Claire Benson
293 Hoyt Street 706-613-3623

- **Memorial Park**

Contact: John McKinney
293 Gran Ellen Drive 706-613-3580

Summer Day Camp sites and locations

(Continued)

- **Parkview Recreation Center**

Contact: Beth Deroshia
Florida Avenue 706-613-3603
706-613-3601

- **Project START**

Contact: Leslie Trier
Clarke Middle School
1235 Baxter Street 706-613-3580

- **Rocksprings Recreation Center**

Contact: Jacqueline Elder
105 Columbus Avenue 706-613-3602
706-613-3603

- **Sandy Creek Nature Center (ENSAT)**

Contact: Randy Smith
205 Old Commerce Road 706-613-3615

- **Sandy Creek Park**

Contact: Steve Dorsch
400 Holman Road 706-613-3631

- **Teens In Action**

Contact: Cathy Padgett
Allen House
205 Old Commerce Road 706-613-3625

- **Thomas N. Lay Park**

Contact: Willie Hull
297 Hoyt Street 706-613-3596

- **Zoo Camp**

Contact: Berkeley Boone
Memorial Park
293 Gran Ellen Drive 706-613-3616

Welcome to the Athens-Clarke County Leisure Services Department's Summer Day Camp Program

The Leisure Services Summer Day Camps are designed to provide positive summer activities for elementary, middle, and high school aged participants within a safe, secure and enriching 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, sports, games, special events, field trips, swimming and group activities.

Program Objectives

- Provide an enriching experience for all participants.
- Provide a wide variety of quality recreational, motivational and educational activities in a safe, healthy, and fun atmosphere.
- Create positive staff/participant interaction through communication and guidance.
- Promote self-confidence and accomplishment through participation and completion of program activities.
- Provide encouragement and expand social and leadership skills.

Admission Policy

Admission in the program shall be granted without regard to race, sex, religion, ability or national origin. All enrollments are accepted on a first come, first served basis until filled.

Registration

Children must be registered and fees paid in full before they can attend the program. A registration form and all other necessary forms required by the camp must be completed for each child. Please notify staff of any changes in residence, telephone numbers, medication, and/or health as soon as possible.

Waiting List Procedures

In the event that all of the spaces for your desired Summer Day Camp Program are filled, you will have the opportunity to put your child's name on our waiting list. If a spot becomes available, you will be notified. These spots are also filled on a first come, first served basis.

Fee Policy

The Leisure Services Department programs are intended to provide the highest quality service at a reasonable cost to parents/guardians. Fees associated with summer day camp programs are based on weekly charges. Full payment is due at time of registration and checks should be made payable to "Athens-Clarke County".

Scholarship Information

Parents and/or guardians of any Athens-Clarke County resident under the age of 18 are eligible to apply for a scholarship when enrolling in a Leisure Services program.

Based on family income, some participants may participate at a reduced cost. Documentation used to determine the amount of a scholarship award includes:

- Federal Income Tax Return
- Current Athens Housing Authority "Tenant Account" Worksheet
- Current Section 8 Letter
- Peach Care
- Medicaid
- TANF
- Social Security Benefit/SSI
- Unemployment Benefits
- Current pay stub

Scholarships are good for 12 months and may be used for any and all Leisure Services Department programs. Scholarships do not cover entrance, admission, rental fees, field trips, or adult programs. For more information, please call 706-613-3625 or 706-613-3800.

Refund Policy

- If Leisure Services is responsible for the cancellation of a program or class, then 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).
- All refund requests must include a Refund Request Form that must be received no less than seven (7) business days prior to 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.
- Requests must be received from and refunds will be issued to the individual who registered the participant.
- When applicable, programs in high demand may require a non-refundable deposit in lieu of the administrative refund fee of 25% of the amount paid.
- In unusual situations (patron is relocating, has an illness or becomes physically unable to continue program, etc.) where a refund is requested for services that have been paid in advance (such as annual passes), the balance of remaining value may be refunded after receipt of a written request.
- Behavior related dismissals may not be eligible for refund.
- All requests for refunds will be forwarded to the Department Director for final approval.

Sign-In/Sign-Out Procedures

- A daily attendance sheet is kept on all participants who attend the program. Upon arrival of the participants, a staff member will take roll and make sure everyone is checked in.
- If a parent/guardian needs to pick up their child for a scheduled appointment, the parent/guardian will need to send a note and check in at the campsite upon arrival.
- If a 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.
- If a child will be absent, please call the camp to inform staff, with an approximate date for the child to return.
- When picking up your child from the program, check him/her out by signing your **name** and **time** of pick-up beside the child's name on the sign-out sheet. You may be asked to show identification to staff.

Early Drop-Off/Extended Pickup Services

Many Leisure Services Department Summer Camps offer parents the opportunity to drop off their child early and/or pick up their child after camp ends. Exact times for these services vary from campsite to campsite. Please check with camp staff for details.

Late Pick-Up Policy

The Leisure Services Department expects children to be picked up within 15 minutes of the end of the camp day. Any child remaining beyond that time should be enrolled in the extended day services. Ending times vary from campsite to campsite. **Any parent picking up a child beyond the designated departure time will be assessed a fee of \$10.00 every 15 minutes beyond designated departure time.**

After three times of being in violation of this policy, parents/guardians may be asked to find an alternative program for their child and no camp fee refunds will be given.

Alternative Pick-Up

- In the event that someone else must pickup your child, staff must be properly notified. A specific form needs to be filled out for this purpose and can be obtained from the camp director.
- For the safety of your child, in order for someone else to pick up your child, that person's name must be written in the designated space on the registration or pick up form and signed by the parent/guardian. In addition, the Camp Director or designee must be notified prior to checkout if someone else is picking up your child.
- Parent/Guardian may 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 the parent/guardian. Please note this procedure is imperative for the safety and security of the child.**
- The person picking up the child must show a photo ID, preferably a driver's license.
- If there is someone who cannot pick up the child, please let staff know.
- **Department's Sign-Out Policy is unwavering. Only persons who have previously been approved will be permitted to sign for child(ren).**

Health Requirements

- The parent/guardian has a responsibility to monitor the daily health and physical condition of his/her child and to determine the child's ability to actively participate in the program.
 - If the child has a fever, is experiencing nausea, headaches, intestinal/stomach problems, infectious conditions (head lice, pink eye, ringworm, strep throat, fungal/bacterial/viral infections), or is ill, it is **imperative** that he/she **stay home** for the day, where they can be more comfortable and return when they are feeling better.
- When a child shows signs of illness while participating in the program, the parent/guardian or emergency contact will be notified and they **must pick up the child immediately.**
- All minor scrapes and scratches will be treated and reported to parent/guardian 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 advise staff in writing immediately.
- All medication should be administered at home whenever possible. If it is necessary for a camper to take prescribed medication during program hours, a Medical Authorization Form must be completed in full by the physician and signed by the parent or guardian, outlining specific instructions. In most cases, the camper, as per physician statement, will administer all medications under adult supervision.
- The Leisure Services Department will not knowingly allow anyone to take either prescription or over-the-counter medication during program hours without the parent and/or physician's authorization.
- After staff receives the appropriate authorizations, the program director 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 the child or teen's parent and physician for the camper to carry the medication during program hours certifying that he/she can safely self-administer the dosage.
- Parents/guardians are expected to hand deliver medication to the program director, unless the camper is authorized by the parent and physician to carry the medication.
- No over-the-counter drugs will be administered unless authorized by a parent or guardian, (i.e., Tylenol, Benadryl, cough medicines).
- Medication must be in its original pharmaceutical container and labeled with the child or teen's name, medication dosage and schedule.
- Parents should not provide more medication than is necessary for the program session. If the parent does send more than the specific quantity and does not collect the unused medication within one week after the program has ended, the department will destroy the unclaimed medication.
- A complete written and signed request from the parent/guardian must be on file prior to the administration of any medication (over-the-counter or otherwise).

- All measuring utensils used for administering medications must be labeled with the camper's name on the utensil and brought in with the medication.
- Pills may not be broken in half by the program director. All half dosages need to be split prior to the program.
- A parent or guardian must submit a new authorization whenever there is a change in the dosage or medication, or a change in the conditions under which the camper is to take the medication.

Site Emergencies

- 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.
 - ✓ The parent/guardian will be notified.
 - ✓ Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the child.
- All camps have personnel trained in CPR and Basic First Aid.
- In the event of an emergency or natural disaster, the following procedures will be in effect:
 - ✓ Children will remain on site until an authorized person picks them up.
 - ✓ In the event of a site evacuation, children will be taken to a local emergency shelter. The location will be posted on the site door. Efforts will be made to contact parents/guardians should evacuation be necessary.
 - ✓ Program staff will remain with the children until an authorized person arrives.

Visitation and Communication

- Staff welcomes parents/guardians to visit programs at anytime. Staff recommends scheduling in advance so that parents/guardians may be informed of the camper's location.
- **Parent/Guardian must report to the front office before entering the building or any other area the children are occupying at that time.** This is a safety precaution for all participants involved in the program.
- Feedback is essential to programs; please share your thoughts with staff. A program evaluation form will be provided upon request and at the end of each camp session.

How Parents and Guardians Can Be Helpful

The Summer Program is not a daycare or a baby-sitting service. Please impress upon your child that this is a special program designed to meet his/her needs and interests. Cooperation and teamwork are vital for safety and fun. Our staff appreciates parents/guardians who keep us informed of their child's special needs or any transitions in the home life. This helps the staff remain sensitive to your child's needs.

Clothing and Personal Belongings

- Participants should be dressed in appropriate clothing for the program.
- Campers will not be allowed to swim without proper swim attire.
- Please label all of your child's belongings.
- Please do not send personal items to the program such as toys, money, electronic games, cell phones, ipods, etc. Staff is not responsible for any misplaced, damaged, or stolen items.
- Sandals, flip-flops, hee-lies, or open-toed shoes are ***not*** permitted. Child may not be allowed to participate in activities without appropriate footwear.

Participant Behavior Management Policy

In order to maintain a friendly, fun and safe environment in our summer program, we have adopted the following policies regarding behavior management of campers. These policies ensure that each camper will achieve the most positive experience possible from their time here at Summer Camp on all onsite activities and offsite field trips.

The following are basic guidelines and are not all inclusive:

Participants will:

- Show respect and consideration for other participants and staff.
- Exhibit proper manners.
- Respect equipment, supplies and facilities.
- Communicate positively with other participants and with staff.
- Respect the belongings of others.
- Listen and follow instructions from staff.
- Participate in activities.

Participants will not:

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

The consequence of misbehavior depends on its severity and will be handled according to the Athens-Clarke County Leisure Services Department Code of Conduct.

Lunch

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

Hours of Operation

Camp operational hours vary. Check with appropriate camp staff for hours of operation.

General Information

Thank you for your support of the Athens-Clarke County Leisure Services Department and the Summer Day Camp Program.

Call Cathy Padgett, Public Information Coordinator, at 706-613-3625 for more information or visit us at [**www.accleisureservices.com**](http://www.accleisureservices.com)