

Summer Camp Program Policies

Program Philosophy and Goals

Objectives

- To promote an appreciation of self, family, school, community, country, and world
- To promote the development and improvement of personal and character skills
- To increase exposure and knowledge of a variety of recreation and leisure activities

Program Information

Each child will have the opportunity to be involved in:

- Creative time: arts and crafts, drama, and/or music activities
- Play Time: active games, sports and fun fitness, and exploration of their surroundings
- Project Time: task-oriented activities to stimulate creativity and challenge skills
- Nutritional Time: healthy breakfast, lunch, and snack

About Our Staff

Our primary concern is the health and safety of each child in the program. Staff are selected based on their educational background, experience, and commitment to working with children.

All staff will be Child/Adult First Aid/CPR/AED certified

All staff must pass background checks and drug test

All staff will receive in-house training on policies and procedures, child development, behavior management, safety, and programming.

Program Description

Locations and Fees:

Day Camp: Statesville Recreation Center
\$125/week (includes 2 camp shirts)

Adventure Camp: Statesville Recreation Center
\$175/week (includes 2 camp shirts)

Program Hours:

Monday - Friday, 9am - 4pm, all camps

*Drop Off: 7:30am-9:00am

*Pick Up: 4:00pm-5:30pm

Encouragement to parents: Plan for children to attend camp from 9am to 4pm. Although agendas are followed, times are always approximate. For safety purposes, it is not recommended for parents to drop off or pick up children from any location other than camp site in which they are registered. Parents should also be reminded that if campers are not at registered camp site by 9am, they may risk missing a scheduled field trip.

Late Fee: A \$5.00 late fee will be charged in five-minute increments after 5:30pm. Payment is due when late fee is accumulated. Campers with outstanding balances will not be allowed to attend camp until all fees are paid.

Refund Policy:

In the event your child cannot attend a week of camp for which you are already registered, please notify the staff as soon as possible. If we are able to fill the vacancy from our wait list, we may refund the partial registration fee (deposits are non-refundable). If we are unable to fill the vacancy, you may send someone else to camp in place of your child, but no refund will be issued.

Eligible Children:

Summer day camps are designed for children 6 to 12 years of age. Children must have completed Kindergarten and moving into the first grade by the first day of camp. Adventure camp is designed for children ages 10-13. Participants should be 10 years of age by the first day of camp and must not be 14 years of age until after camp week(s) is/are finished.

Enrollment/Registration:

Before participating in any summer camp program, parent/guardian must enroll child in camp sessions. You may enroll for one session or several sessions. Attendance at one session does not reserve your child's space for any other session. Sessions can be paid in full or we also offer payment plans.

Participant Attendance:

While attendance is not required, no credits or refunds will be issued for days missed during weeks enrolled. The fee pays for the direct operating cost, i.e. trips, supplies, and materials. When a participant is enrolled, they are reserving the time, space, staff, and provisions whether they attend or not.

Drop Off and Pick Up:

Parents/guardians are required to come into the building to drop off or pick up their child/ren. **Photo identification is REQUIRED to be shown in order to pick up a child.** This enables the staff and parents to be familiar with one another and help ensure the safety of the children participating in the program. Parents/guardians will also need to name individuals that may pick their children up from the program. If for some reason a person not initially indicated on the registration form must pick up a child, the parent/guardian must come in or call and authorize this person to pick up the child. If completed over the phone, the parent/guardian will need to give the full name as it appears on the person's identification (no nicknames).

Communication:

To minimize disruptions during the workday, communication regarding a child's behavior or well-being will primarily take place during the sign-out process, unless the matter is urgent or an emergency. In such cases, a Summer Camp staff member will contact the parent or guardian directly by phone at the time of the incident. Individuals listed on the "Approved Pick-Up List" are authorized to receive information at pick-up. If the person picking up the child is not the primary parent or guardian, they are responsible for relaying any information shared to the appropriate party. If a parent or guardian requires clarification on anything communicated during pick-up, they are encouraged to contact the Camp Director (Haley Lambert) by phone, email, or in person.

Ratios:

In order to maintain a safe and fun environment, Statesville Recreation and Economic Vitality Department maintains a ratio of at least 1 staff to 10 campers. Staff will not be left one on one with a child. Each staff member will be assigned specific children for whom they will be responsible. This does not mean those children must stay together while onsite. It means that when counts are done periodically, staff will account for their designated group. Staff note: even though each staff member has a specific group of kids to account for at roll call and to address specific concerns, each staff member is always responsible for all children.

Camp Agendas & Daily Activities:

Camp agendas are available to parents at the time of registration. However, extra copies will be available for parents and staff. Agendas should be reviewed by parents and staff daily to ensure campers have everything they need.

Meals:

Breakfast and lunch will be provided by the Iredell-Statesville Schools Food Service Program. An afternoon snack will be provided, however you are welcome to send a snack with your child. If a child has strict dietary guidelines that must be followed, a parent/guardian should speak with a staff member in order to work out accommodations for the child. It may be necessary for a parent/guardian to provide meals for the child.

******Any questions about the summer food service program should be directed to Haley or Emily******

Clothing:

Parents should dress their children appropriately for the weather and scheduled activities for the day. **Camp t-shirt pick-up will be on Thursday, June 4th from 4:00pm-6:00pm** at the Statesville Recreation Center. If you cannot pick up your child's t-shirts on June 4th, they will be given to you on your child's first day of camp. **Children may wear camp shirts as they choose, but the shirts MUST be worn on field trip days specified in camp agenda. Tennis shoes must be worn every day!** During t-shirt pick-up on June 4th, you will find out what group (either Group 1 or Group 2) your child will be in during camp.

Personal Items:

All personal items should be labeled. While staff will assist in the process, it is the child's responsibility to keep up with his/her personal belongings. ***We are not responsible for any items lost or misplaced while participating in summer camps.*** It is strongly recommended to leave valuables at home. I-pods, cellular phones, money, trading cards, and video games are NOT allowed in camp. Statesville Recreation Center will maintain lost and found throughout the summer, but items left after the end of the summer camp programs will be donated to charity.

Good Behavior:

We believe that children respond favorably to positive reinforcement and respect. Following this philosophy, staff members will not only encourage good behavior; they will also reward good behavior with praise and activities that children enjoy most. Participants are expected to respect all staff, other participants and their property at all times.

Discipline Policy:

Guardian will sign and receive a copy of the discipline policy at the time of program registration. Staff will involve the parent/guardian in the disciplinary process. Non-aggressive/physical offenses will be dealt with using the Discipline Action Form.

1.First Offense- Verbal warning and parental discussion. (Parent will be asked to sign discipline action form.)

2.Second Offense- Written warning and parental discussion. (Parent will be asked to sign discipline action form.)

3.Third Offense- 1-3 day suspension and parental discussion. (Parent will be asked to sign discipline action form.)

4.Fourth Offense- 3-5 day suspension and parental discussion. (Parent will be asked to sign discipline action form.)

5. Fifth Offense- Meeting with parent/guardian to inform them of dismissal from the program.

Disciplinary action will be determined based upon the severity of the offense. Fighting, weapons, tobacco, alcohol, and drugs will not be tolerated. If child violates a severe offense listed above or any offense staff deems to be severe, with advisement from the department Director, staff discretion will be used to determine the punishment.

Rules in Kids Terms:

- 1.Safety First. Ask permission before leaving any area.
- 2.Keep all body parts to yourself. (hands, feet, and teeth)
- 3.Respect others and their property
- 4.Follow all instructions
- 5.Eat only at meal and snack times
- 6.Walk inside always
- 7.Use your inside voices
- 8.Counselors may not be climbed on or sat on
- 9.If you mess it up, you clean it up
10. HAVE FUN!

Limitations on Attendance:

Limitations may be placed on a child's attendance and/or immediate (within one hour) pick-up may be required if the following condition exists:

- Child's temperature is 100 degrees or higher
- Child has a contagious disease or serious illness (examples include but are not limited to: chicken pox, Streptococcal Disease, Hepatitis, Influenza, MRSA, Tuberculosis, Lice, Ring Worm, etc.)
- Child has uncontrollable, aggressive, or unresponsive behaviors.

Requests for Accommodations and Caregivers:

The City of Statesville Recreation and Economic Vitality Department strives to ensure everyone is able to fully participate in any program, class, or event. If your child requires an accommodation to participate, please call camp staff at 704-878-3944 at least two weeks prior to camp to make an accommodation request or you can note your request on your registration form so that reasonable and appropriate accommodations can be made. Staff is unable to provide 1: 1 supervision for any participant. If your child requires 1:1 supervision, they must have their caregiver with them at all times.

Elopement, defined as a participant leaving the designated area, activity, or supervision without permission or staff awareness, is considered a serious safety concern. Any instance of elopement is grounds for immediate dismissal from our program as it requires one on one supervision. Participants who are at risk of elopement and wish to stay in the program must have one-on-one supervision provided by a caregiver at all times to ensure their safety and the safety of others.

Physical Contact with Children:

Physical contact with children will be kept to a minimum and only used when necessary to provide guidance or direction such as holding a hand to lead a child across the room. High fives and handshakes are also considered appropriate forms of contact. Physical contact will not be used as a form of discipline. If verbal means of behavior modification or time out is not adequate, a parent will be notified immediately.

Emergency Information:

In the event of an emergency, every effort will be made to reach a contact on child's registration form. If we are unable to reach any person listed, we will take the necessary actions for the health and safety of the child. Should there be any changes in the emergency contact numbers, parent/guardian should notify the staff in writing, so we may update child's file. When staff is reporting an emergency, they must be sure to contact parent, supervisor, and proper authorities.

Parent Involvement:

Parents and guardians are welcome to visit camp and/or attend field trips. If a parent has a special talent or skill they would like to share, they are encouraged to let the staff know about their interest. Parent sign in and out areas will have program information, events, schedule changes, and other announcements. Please check the parent area frequently to stay updated.

Recreation & Economic Vitality Director

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Statesville Recreation Center

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