

# SUMMER DAY CAMP 2019

## PARENT HANDBOOK



Come visit and enjoy the Parks of Madison County.

Sammy A. Haggard Park  
Highway 98 W.  
Danielsville, GA 30633

Memorial Park  
91 Albany Ave.  
Danielsville, GA 30633

Cliff Mize Park  
55 Mize Park Drive  
Danielsville, GA 30633

Brewer Phillips Soccer Complex  
205 Brewer Phillips Rd.  
Danielsville, GA 30633

Diamond Hill Softball Complex  
5210 Highway 29 S.  
Colbert, GA 30628

Web Site: [www.madcorec.com](http://www.madcorec.com)  
706-795-6270

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Welcome to Summer Day Camp 2019!

I want to welcome every one of you to Summer Day Camp 2019! We have planned an exciting, fun filled summer camp for this summer. We will keep your child busy this summer with many fun activities, field trips, and pool days!

Our goal is to provide a safe and fun atmosphere for your child with games and activities geared to every child's wants and desires. We believe that your child will arrive home every day fulfilled and tired from the busy and energetic day of programs. We will offer traditional, non-traditional, educational, and all around fun programs! We will also have weekly themes to help get your child into the spirit of summer day camp.

In order to help provide a safe atmosphere for our participants, we will have lead counselors and at least one L.I.T. (Leader In Training) assigned per group. We will go through a detailed process to ensure that each group has counselors who have their CPR/First Aid certification, a background check, a drug screen, and Stewards of Children certification - a nationally recognized training to recognize, prevent, and give responsible reaction to childhood sexual abuse. You can find more information about this program at <https://www.d2l.org/education>.

Thank you for your enrollment and we hope that you have a FANTASTIC and FUN filled summer!

Shelley Parham, CPRP, CYSA  
Assistant Director  
Madison County Recreation Department  
[sparham@madisonco.us](mailto:sparham@madisonco.us)

## Summer Day Camp

The MCRD Summer Day Camp is designed to provide a positive summer recreational experience for children within a safe, secure, and enriching environment. The program provides recreational activities geared to the interests of all children including arts and crafts, sports, games, field trips, and small and large group activities. The LIT program will provide young people ages 13 -15 the opportunity to acquire leadership skills through working inside the Summer Day Camp staff structure. The LIT should consider it an opportunity to develop valuable life and work skills. Summer Day Camp is not a babysitting 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.

### **Program Objectives**

1. Provide an enriching summer experience for the youth who participate.
2. Provide a wide variety of quality recreational and educational activities in a safe, healthy, and fun atmosphere.
3. Create positive staff/child interaction, communication, and guidance.
4. Promote self-confidence and accomplishment through completion of the program.

### **LIT Job Description, Function & Duty**

- Assists the Sr. Counselors in provision of a quality group time experience in a fun, relaxed atmosphere
- Works under the General Supervision and mentorship of the Camp Director
- Adheres to policies and procedures set by Madison County Recreation Dept.
- Assists Camp Director and Counselors in the supervision of assigned campers—LITs will not be permitted to supervise campers alone or to implement discipline action.
- Assists Counselors in conducting activities and must actively participate in the activity plan
- Distributes arts and crafts materials to campers
- Distributes equipment or game materials to campers
- Assists Counselor in the set up and clean up of activities
- Sets up and tears down lunch time activity

## Registration

### **Location**

Our program is conducted at Sammy A. Haggard Park, which is located on Highway 98 West in Danielsville. Camp and group activities will also be held at other facilities during the week: the covered outdoor facility behind the Senior Center, the Old Danielsville Gym and the Library and field trips. The Recreation Administrative offices are located inside the gray two-story building between ball fields 2 & 3. Office hours are Monday – Friday, 9:00 a.m. – 5:00 p.m.

### **Admission Policy**

Enrollment in the program shall be granted without regard to race, sex, religion, or national origin. Enrollment is open to participants who have completed Kindergarten through age 12. The L.I.T. program (Leaders In Training) is for ages 13 – 15. The L.I.T. is a part-time camper and a part-time program support staff. Our L.I.T. Program enrollment is limited to only six participants. All enrollments for the Day Camp and L.I.T. programs are accepted on first come, first serve basis until filled.

Children must be registered before they can attend the program. You can register online at [www.madcorec.com](http://www.madcorec.com) or visit the office. Our office accepts Cash or Check only. Please make checks payable to MCRD. Any registration completed online can be paid by credit card. A registration form and all other necessary forms must be completed for each child. The Summer Camp Program is required to maintain up-to-

date records of attendance and emergency information on each child in the program. Please notify us of any changes in residence, telephone numbers, medication, health, etc.

### Session Dates, Fees & Daily Schedule

There will be five, one-week sessions. The first session enrollment fee is due at the time of registration. The balance fees for the following weeks will be due (at drop off) on the Wednesday preceding each session for which your child is enrolled. Failure to pay fees on scheduled days will result in the forfeiting of your child's space in the camp session and enrolling a replacement from the waiting list.

<u>Date</u>	<u>Camper Fee/LIT Fee</u>	<u>Notes</u>
June 10-14	\$75/\$40	Any payment plans must be paid at drop off the Wednesday prior to each week of camp registered.
June 17-21	\$75/\$40	
June 24-28	\$75/\$40	
July 8-12	\$75/\$40	
July 15-19	\$75/\$40	

### Daily Schedule

7:30 am - 9:00 am – Early Drop Off, Exercise, and Free Time  
9:00 am - 4:00 pm – Organized Program with Groups  
4:00 pm - 5:30 pm – Pick Up and Free Time

### Wait List Procedures

In the event that all Summer Day Camp spots are filled for a particular week, you will have the opportunity to put your child/children on a waiting list for that week at no charge. These spots are also filled on first come, first serve basis. You will be notified by telephone if a position becomes available in which you may enroll your child.

### Withdrawal

In the event that you decide your camper will not be attending a session you have reserved, we must be notified by a two week written notice, so that the spot may be filled. A refund will be issued if a replacement can be found on the wait list for any notice given two weeks prior to the session. If you withdraw after the two week deadline, a refund will not be guaranteed.

If no notice is given, you understand that you will be responsible for **FULL PAYMENT**. Your payment is transferable to another session **only** if space is available in that session. Paid weeks that are unattended **are not transferable** to be used as payment towards remaining sessions balances.

### Transportation & Field Trips

Parents must provide transportation to and from camp. This includes any half-day sports camps or summer school activities in which your child may be involved. An exception to this will be for campers also enrolled in the MCRD summer sports camps that take place on property. For those campers MCRD staff will escort the camper to and from their session. Only during field trips will children be transported in a bus or a county van. Participants will not be transported in personal vehicles during camp hours.

### Lunch & Snacks

MCRD does not provide lunch. Campers/LITs are required to bring a lunch daily that does not need to be refrigerated or heated. Lunches may be brought in coolers or thermal/insulated bags. Make sure to label all items. Drink machines and a concession stand will be available for campers who wish to purchase drinks or

snacks. If your child does not want to purchase snacks at MCRD, then you will need to provide a snack for your child.

### **Clothing & Personal Belongings**

1. Please label all of your child's belongings.
2. Please do not send personal items to camp such as toys, dolls, electronic games, etc. We are not responsible for any misplaced, damaged, or stolen items.
3. Campers should be dressed in appropriate clothing for camp. Be prepared to get clothing dirty.
4. Campers are to wear tennis shoes and socks to camp daily. If water shoes, flip-flops, or sandals are needed, send them with your child and he/she will be allowed to change shoes at the appropriate time.
5. In the event of an accident, each child should bring a shoebox or bag with a COMPLETE change of clothing. This will need to stay at camp during the entire week. Please be sure to label your shoebox or bag.

### **Groups**

Participants of the Summer Day Camp Program will be grouped according to the grade that they have completed in the 2018-2019 school year. Once participants have been placed in a group, they will remain in that group throughout the summer. We will make no provisions on the grouping of children with friends, this is a time to make new friends and meet new people.

### **Camper/LIT Behavior Management Policy**

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

Campers/LITs will:

- exhibit proper manners
- show respect and consideration for other campers and staff
- respect equipment, supplies, and facilities
- communicate with other campers and with staff
- respect other camper's belongings
- listen and follow instructions from staff
- participate in activities

Campers/LITs will not:

- use violence, force, or intimidation
- use inappropriate language or name-calling
- destroy supplies or property
- bring inappropriate items to camp (knives, etc.)

The consequence of a camper's misbehavior depends on its severity and will be handled according to the MCRD Code of Conduct. We have a system in place in which we issue a formal write up, suspend, and possibly expel the participant if the behavior progresses.

## Camp Communications

### **Sign-In Procedures**

A daily attendance sheet is kept on all children who attend day camp. The camp participants will be checked in by a staff member as soon as they arrive each morning. You may drop your child off at Sammy Haggard Park Pavilion # 1 (located at the corner of Field 1 and the playground) during early drop off (7:30 am – 9:00 am). Have your child enter by telling the staff member his/her name so they that will be checked in. Your child may then proceed into the pavilion and store any belongings. Campers and belongings will eventually be escorted in groups from the pavilion and the playground/field area over to the location of the days' activities. Our daily activities begin promptly at 9:00 a.m. You will be required to walk your child into the Administrative Office and sign your child in if they arrive after 9:00 am. Please note that on field trip day, participants may be required to arrive by 9:00 am or earlier in order to depart on time.

### **Sign-Out Procedures**

When picking your child up, please check him/her out by signing your name and the time of pick up beside your child's name on our sign-out sheet. One of our staff members will meet you at the car and call for your child. If you are picking your child up before 4:00 pm, you will need to come inside the Administrative Office and sign him/her out. After 4:00 pm, we will have a pick up car rider line outside that loops to Pavilion #1 in same protocol as the morning drop off. See Pick Up/Drop Off map included at end of this packet (See page 11).

### **Alternative Pick-Up**

In the event that you may need someone else to pick your child up, we must be properly notified. In order for someone else to pick your child up, that person's name must be written in the designated space in the registration packet and signed by you, the parent or guardian. In addition, the program staff and Director must be notified prior to checkout if someone else is picking up your child. You may notify us by calling our office (706-795-6270) or by sending a note with your child. If we are not notified prior to checkout, your child will not be allowed to leave until we have communicated with you. Please note this procedure is imperative for the safety and security of your child. The person picking up your child must show a photo ID, preferably a driver's license. ***Our Sign-Out Policy is unwavering. Only persons that you have previously approved will be permitted to sign for your child/children.***

### **Late Pick-Up Policy**

Day Camp closes at 5:30 p.m. Parents whose children remain past 5:30 p.m. will be charged a \$1.00 per minute late fee that must be paid before the child can attend the next day. Late fees begin at 5:31 p.m. *If a parent/guardian has not made contact with our offices within 30 minutes of closing, law enforcement will be contacted who will then contact children's protective services.* After three times of being in violation of this policy, parents will be asked to find an alternative summer day camp.

### **Absence**

If your child is unable to attend the program for any reason (illness, doctor's appointment, etc.) please call the recreation department at (706) 795-6270 by 8:00 am that day to notify the staff.

### **Visitation & Communication**

We welcome parents/guardians that would like to visit our programs. It is recommended this be scheduled with camp staff in advance so that you may be informed of the camper's location. All visitors must report to the office first and check in with the MCRD Staff. Feedback is essential to our program; please share your thoughts with us. A camp evaluation form will be provided for you at the end of the summer.

## Health Requirements

The parent/guardian has a responsibility to monitor the daily health and physical condition of their 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 or is ill, it is imperative that he or she stay home for the day where they are more comfortable and return to camp once 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 by the day camp staff and reported to you at the end of the day.

## **Medication Policy**

In order for our staff to be permitted to dispense prescription medications or over-the-counter medications we require:

- Medication must be in its original container as delivered by the pharmacy.
- A complete written and signed request from the parent/guardian on the "Authorization to Administer Prescribed and Non-Prescribed Medication Form." (See page 10) These forms are also available in the administrative office and on the MCRD website.
- The Parent/Guardian is required to hand deliver the medication(s) to the Camp Director. Please do not have it delivered by your child.
- With exception to Epi Pens or inhalers, all medications, prescribed and/or over-the-counter, will be kept locked in the office by the Administrative Staff. No child is allowed possession of any medication while at camp.

## **Site Emergencies**

Any major or life threatening injury or accident that may occur during scheduled camp hours will be handled in the following manner:

- 911 will be called immediately.
- The parent/guardian will be notified.
- Based upon the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care.
- EMT may advise the parent/guardian or the day camp staff as to how to treat or care for the child.

In the event of an emergency or natural disaster, the following procedures will be in effect:

- Children will remain on site until they are picked up by the parent/guardian or someone authorized to pick them up.
- In the event of a site evacuation, children will be taken to a local emergency center. The location will be posted on the site door. Efforts will be made to contact parents should evacuation be necessary.
- Summer Day Camp Staff will remain with the children until they are picked up.

## Camp Calendar

*All campers are required to bring a water bottle each day.*

**ALL ACTIVITIES ARE SUBJECT TO WEATHER CONDITIONS.**

With most of our activities, sun exposure is to be expected. Please apply sunscreen to your child daily, especially if your child is susceptible to burning or has sensitive skin. Our camp staff is not responsible for applying sunscreen to the campers. If your child arrives after departure, he/she can work on arts and crafts with MCRD office staff until their group returns to camp. We will not hold the bus.



### Drop Off/Pick Up Map



# SUMMER DAY CAMP MEDICATION AUTHORIZATION FORM

## AUTHORIZATION TO ADMINISTER MEDICATION

(Please complete **1 form for every medication** to be dispensed by Summer Day Camp staff)

Date: \_\_\_\_\_

Participants Name: \_\_\_\_\_

Registering Parent/Guardian: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Prescription Number: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

Dates to be Given: \_\_\_\_\_

Times to be Given: \_\_\_\_\_

Medication will only be dispensed as directed on the prescription label. Therefore, all medications must be in their ORIGINAL container with a current date. Medication not in its original container will not be dispensed, NO EXCEPTIONS! I hereby authorize the staff of the Madison County Recreation Department's Summer Day Camp Program to administer the above medication on the dates and times indicated above.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only in the Boxes Below**

Day & Date	Dosage Given	Time(s) Given	Given by	Reactions (if any)
Mon.				
Tues.				
Wed.				
Thurs.				
Fri.				