

SPARTANBURG

COUNTY PARKS DEPARTMENT



SPARTANBURG PARKS DEPARTMENT 2018 SUMMER CAMP POLICIES AND PROCEDURES

DATES/TIMES:

June 11 - August 10 7:30 a.m. - 6:00 p.m.
Camp will be closed July 2nd - 6th

AGES:

5-12 years (child must have completed a full day 4K program and be at least 5 years of age). Proof of age may be required.

REGISTRATION & PAYMENTS:

At registration, you must also sign up for the weekly sessions your child will attend. A \$45.00 non-refundable deposit is required to complete registration and ensure that your child has a spot in the program. The deadline to make alterations to registered dates is May 18th.

Full payment for each week is due by Monday or the first day of the week that your child attends. If payment is not received by the end of the week, your child will not be allowed to attend the next week for which you have registered, will be removed from the roster, and you will be required to pay the registration deposit again in order to enroll them back into the program.

Please select your weeks carefully. You will be allowed to withdraw from only ONE week to which you have committed without penalty. You will be held accountable for payment on all other weeks selected. Fees will not be pro-rated for absences, holiday, or election to withhold child from field trips.

Please make checks payable to Spartanburg County.

FEES:

Deposit: \$45.00 per child, non-refundable
Weekly Fees: \$85.00 per child per week

Limited scholarships are available at each location.
See scholarship application for details.

SIGN IN/OUT:

Parents/guardians are required to come into the facility to sign in and sign out your child. Only those listed on the

registration form will be permitted to pick up. If someone not listed on the registration form will be picking up your child, you must notify us in advance. This person will need to show photo identification and know your child's "code word".

SNACKS & LUNCH:

We will provide a morning and afternoon snack. Drink machines are available at some sites. If your child prefers to buy a drink out of the machine, please send correct change. We do not keep change in the office. Children may only purchase drinks at designated snack and lunch times. A hot or cold lunch will be provided daily except for certain field trips days. Packed lunches will not be refrigerated.

TRANSPORTATION:

Campers will be transported to field trips by Spartanburg County School District buses, Spartanburg Parks Department buses, and/or private charter buses.

ACTIVITIES:

Each weekly session will have a special theme emphasis. Character development, sports, nutrition, games, arts, crafts, fitness, special events, special guest speakers, presentations, and G & PG rated movies will be offered each week. All children are expected to participate in all group activities. Due to the size of the program, one-on-one supervision is not available.

STAFF:

All staff have been screened and trained in accordance with Spartanburg County requirements. All staff will have completed CPR, AED, & First Aid training, as well as online safety trainings.

MEDICATION:

If your child needs to take any medication while at camp, you must fill out a medical release form. Camp staff will not provide any medication to any child without a release.



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ILLNESS:

If your child becomes ill or has a fever, they cannot be present at camp. If your child becomes ill during the program, a parent or guardian will be notified and will be asked to pick up the child. Your child must be fever-free for 24 hours before returning to camp.

MEDICAL EMERGENCY PROCEDURE:

If your child is injured and requires more than basic first aid, the following steps will be taken:

- Staff will notify parent/guardian and, depending on severity of injury, may call 911 first.
- If parent/guardian cannot be reached, the emergency contact listed on the registration form will be contacted.
- If no one on the registration form can be contacted and it is imperative that the child be immediately transported for care, Parks Department staff will accompany the child.
- Paramedics will take the injured child to the nearest hospital.
- The Parks Department staff will continuously call the parent/guardian/emergency contact until someone is reached.

DISCIPLINE:

Should a disciplinary problem arise, staff will respond immediately to the situation. You may be contacted to pick up your child if the problem affects the safety and well-being of another participant and/or staff member or if the problem cannot be resolved by staff. A parent conference will be requested to address the issue.

Suspension is possible if a child deliberately harms another child and/or staff member, participates in the deliberate or willful destruction of facility property, or if staff cannot control your child's behavior. For the safety of all children and staff members, the following behaviors will not be tolerated and disciplinary action will be taken immediately:

- Foul and sexually suggestive language or behavior
- Hitting or striking other children and/or staff members
- Insubordinate or disrespectful behavior
- Damage and/or theft to other's property
- Bringing weapons and/or illegal items to camp

Disciplinary procedures may include a verbal warning, "time out", being sent to the office, exclusion from certain

activities, and suspension and/or expulsion. No refunds and/or credits will be issued if your child is removed from the program for disciplinary reasons.

FIELD TRIPS:

Field trip fees are included in your weekly fee. Schedules with the times and destinations will be distributed. Please check the schedule each weekend as your child may be scheduled for a field trip on a Monday and will need to bring specific items/clothing with them to camp.

Due to a limited number of staff, field trips are not optional. Please have your child here by the time specified on the schedule. If your child does not attend the field trip, you must make alternate arrangements for child care that day. Fees will not be prorated if your child does not attend a field trip.

Your child will be given a camp t-shirt, which must be worn on all field trips. If the shirt is lost or you want to purchase an additional shirt, they are available for \$10.00 each.

We reserve the right to change, add, or delete any field trips from the schedule. We also reserve the right to excuse a child from a field trip due to discipline or health related issues. If this action becomes necessary, it shall be the parent's responsibility to find alternate day care for the child.

ATTIRE:

Please dress your child with proper attire for physical activity. Tennis shoes are required. Prior to drop off, please apply sunscreen on your child and provide camp staff with approved sunscreen for your child to apply as needed (form required).

POSSESSIONS:

We are not responsible for any items or devices that are damaged, destroyed, or misplaced and do not recommend that your child bring any personal items or devices of significant value. In the situation where your child is asked to bring additional clothing, towels, shoes, etc. for participation in an activity, it is the responsibility of the parents/guardians to retrieve these items at the end of each day (please label all items). We are not responsible for any items/materials left after camp hours. If any items are lost, please check the lost and found.

Youth Recreation Office: 864-472-3634
Parks Info Line: 864-595-5356
Email: summercampinfo@spartanburgcounty.org

Locations: Timken Community Center – Cowpens,
Woodruff Leisure Center, Inman Elementary,
Upstate Family Resource Center – Boiling Springs



Summer Camp Registration

Was your child a participant in the ACE Program during the 2017/2018 school year? Yes No

Child's Name: _____ Child's Gender: Male Female

Age: _____ Birth Date: _____/_____/_____ Grade 2017/2018 School Year: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ School: _____

Email Address: _____

Mother's Name: _____ Work Phone: _____ Cell Phone: _____

Father's Name: _____ Work Phone: _____ Cell Phone: _____

DO BOTH PARENTS HAVE PERMISSION TO PICK CHILD UP? Yes No

If no, please list which parent CANNOT pick up: _____ (Proof of custody required.)

DRIVER'S LICENSE NUMBER OF PERSON RESPONSIBLE FOR PAYMENT: _____

Who has permission to pick up your child from camp? (Other than parents listed above)

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

***If someone other than the parents or person listed on the registration form will be picking up your child, please notify us in advance in writing or by phone in case of emergency.**

*Anyone not listed on this form must have a "code word" to pick up your child. "code word": _____

Emergency Information

List two people we can call in case of emergency if we cannot reach you:

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Preferred Doctor: _____ Phone: _____

My child has health issues food allergies limitations behavioral issues

If any boxes above are checked, please explain: _____

*A Medication form must be on file if your child has medicine that must be taken during summer day camp hours.

Does your child swim? Yes No Does your child require any type of additional support to be successful in this program? _____

T-Shirts

All children will receive a summer camp t-shirt, which they will be required to wear on all field trips.

Please indicate your child's t-shirt size below:

Youth Small Youth Medium Youth Large

Adult Small Adult Medium Adult Large Adult XL

Program Locations

Please check your site choice:

Inman Recreation Center Upstate Family Resource Center, Boiling Springs

Timken Community Center, Cowpens Woodruff Leisure Center

Cost

Deposit: \$45.00 per child, non-refundable. Space is limited.

Weekly Fees: \$85.00 per child per week due on Monday or the first day of each week that your child attends.

If payment is not received by the end of the week, your child will not be allowed to attend the next week.

Make checks payable to Spartanburg County.

Session Dates (please select)

June 11-15 July 16-20

June 18-22 July 23-27

June 25-29 July 30 - Aug 3

July 9-13 Aug 6-10

(Closed July 2 - 6)

Medical Release

If the parent(s)/guardian and authorized physician named above cannot be reached and immediate treatment is urgent, in the judgment of camp staff, I authorize the treatment of my child by the physician or hospital most easily accessible. Notations: _____

Permission for participation in field trips and photographs

I hereby give approval for my child to participate in field trips as part of summer camp between the dates of June 11 - August 10, 2018, releasing Spartanburg County Parks Department, all staff, volunteers, and participating/sponsoring agencies of any responsibility in case of injury that may occur under proper supervision.

Participant photographed and interviewed: Spartanburg County Parks Department retains the right to use photos taken while at SCPD facilities or at events sponsored by the Department for publicity purposes.

Rules & Policies

I have received and reviewed the 2018 Summer Camp Policies and Procedures and understand I am expected to pay in full for each week I have checked.

Parent/Guardian Signature: _____ Date: _____

In order for everyone to have a safe and enjoyable summer, all campers must demonstrate good behavior and respect for others by following these basic rules:

Campers Will:

- Keep hands, feet, and objects to yourself.
- Treat other campers, staff, and visitors with respect.
- Follow the instructions of your counselor.
- Always stay with your group.
- Be kind to the environment, camp facilities, and field trip facilities.

Camp Staff Will:

- Praise, reward, encourage, and listen to the children.
- Reason with and set limits for the children.
- Provide explanations related to the child's understanding.
- Model appropriate behavior.
- Provide natural and logical consequences for misbehaviors.
- Use short, supervised periods of timeouts.

Campers Will Avoid:

- Hurting others or self.
- Leaving designated areas without permission.
- Running away from staff.
- Disrespecting staff, other campers, and visitors.
- Destruction of property.
- Cursing or profane language.
- Threatening violence.
- Jeopardizing the health or safety of others.

For safety reasons, certain behaviors cannot be tolerated. These behaviors may result in a child's suspension or dismissed from the program. If such behaviors occur, parents will be notified and will be expected to support and work with the camp staff.

----- **Please Cut And Return To Camp Staff** -----

Camper Code Of Conduct

I recognize that if I do not obey the above listed rules, my parents/guardian will be notified. I further recognize that serious misbehavior or repeated misbehavior may result in my being asked to leave camp. I also recognize that good conduct on my part will contribute to a great time for all and will be a positive reflection on my family and me.

Parent/Legal Guardian Signature: _____

Date: _____

Camper Signature: _____

Date: _____