

## EVERYDAY ITEMS

- Backpack or bag that closes securely
- Lunch & drink
- Snack (2)
- Swimsuit
- Towel
- Refillable water bottle
- Hat
- Plastic bag for wet swim items
- Sunscreen
- Insect repellent
- Comfortable play clothes
- Closed-toed, rubber-soled shoes (No Sandals)
- Change of Clothes



Please read the information provided in this parent manual to help your family have a successful summer!

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# CAMP PHILOSOPHY

The philosophy of the Adventure Camp Program is to provide each child with opportunities that are both educational and fun in a safe, structured learning environment.

## OBJECTIVES

The objective of this program is to provide supervised recreational activities for the children participating in our program. This program will provide wholesome, supervised leisure activities for its participants. In order to achieve this objective, the following must be provided:

- A safe place physically and morally for campers
- A varied and well-balanced program with activities that should contribute to health and character
- Opportunities for learning new skills and improving old skills under capable leadership, and instruction where a child's performance is not rated or criticized
- Equal recreational opportunities for **ALL** girls and boys
- Opportunities to accept responsibilities as a member of a social group
- Instruction and experience in the concept of team play
- Guidance in fair play and sportsmanship to develop proper attitudes
- Opportunities for children to feel valued by staff

## CAMP DATES & TIMES

Session 1: June 1-5

Session 2: June 8-12

Session 3: June 15-19

Session 4: June 22-26

Session 5: July 6-10

Session 6: July 13-17

Session 7: July 20-24

Session 8: July 27-31

Session 9: August 3-7

- Camp is offered **7:30am-6pm**
- Organized group activities **9:30am-4:00pm**
- Supervised free play **7:30-9:15am**, and **4:00-6:00pm**

If you arrive to camp after 10:00am you will have to take your camper to the fieldtrip destination for that day.

## PRIVACY

- It is the policy of the City of Alpharetta to keep all information about participation confidential. However, photos taken during camp may or may not be used as publicity for future programming. Please notify our staff if your child is **NOT** to be photographed.

## FIELDTRIPS

- Field trips are scheduled daily. **THE FIELD TRIP SCHEDULE IS SUBJECT TO CHANGE.** In the event of any changes, you will be notified via email (please check email frequently to stay up to date with any changes).
- Field trip fees are included in your registration fee. There may be some trips in which we request you send money with your child for lunch rather than a packed lunch. That request will be sent in the weekly newsletter for the upcoming week. We ask that you are aware of the following important information with regard to field trips:
  - Spending money for snacks, souvenirs, etc. should be the only money campers bring on field trips.
  - Please leave all electronic devices (ie. Ipods, DS, MP3 player, etc.) at home. We will not be responsible for any lost items.
  - Counselors will **NOT** be responsible for any campers' money. Nor can a counselor be responsible for how much a camper spends on field trips. Each camper, regardless of their age, will need to assume **FULL** responsibility for any money they bring on field trips.
  - If the campers are asked to bring their lunch from home for a field trip, we request that you send it in a bag, (as opposed to a small cooler, etc.) Bag lunches are easier to transport on field trip days. Be sure to mark your camper's name on the bag. We will be unable to refrigerate lunches. Please pack a lunch that is non-perishable.
  - It is **MANDATORY** that all campers wear tie-up tennis shoes/ sneakers for field trips and gym play – No exceptions!!
  - Sunscreen is something we strongly recommend you send with your camper for any field trips held outside. It is the parent's responsibility to inform your child's counselors that you want them to remind the campers to apply sunscreen. **NO COUNSELORS WILL APPLY SUNSCREEN.**
- **EMERGENCIES.** Should you have an emergency and need to reach your child or camp staff during a field trip, please call the Recreation Supervisors phone at 678-297-6132 or 770-851-8560.

## BEHAVIOR (Cont...)

- Infractions of these rules may result in the loss of privilege from participants in future trips and/or the immediate return home under parental responsibility at the camp director's discretion with no refund of fees paid. It is important for each campers to realize that their behavior not only reflects upon themselves, but projects an impression of the group and the City of Alpharetta.

## IN CASE OF AN ACCIDENT

- The City of Alpharetta does not assume responsibility for any accident on city facilities (*including campsite, the pool, any trip location, etc.*), for payment of medical treatment, or for payment of transportation to a facility for treatment.
- The staff will perform emergency first aid and call an emergency vehicle when necessary.
- For minor injuries, the staff will perform the necessary first aid and will inform the parent/guardian upon pick-up.
- **The City of Alpharetta does NOT provide medical insurance for its participants. Insurance is the responsibility of the parents/guardians. If you do not have insurance, the City of Alpharetta strongly suggests you obtain it prior to the camp start date.**

## SITE EMERGENCY

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

- Children will remain at the site until they can be picked up by a parent/guardian or authorized person.
- In the event of a site evacuation, children will be taken to a local emergency center. The location will be posted on outside doors. Efforts will be made to contact parents/guardians if an evacuation becomes necessary.
- Adventure Camp Staff will remain with the children until they are picked up.

## CONTACTING THE CENTER

Parents/Guardians may contact the Alpharetta Community Center at 678-297-6100.

## NEWSLETTERS

- Please read the weekly newsletter regarding any changes or announcements about camp.
- Field trip information may be included in the newsletter, along with other important information for the week.
- Newsletters will be distributed on Mondays during carpool. If you do not receive one please ask a staff member or check the front counter.

## THE WHO, WHAT, WHEN & WHERE OF IT ALL...

Communication is key to the success of our camp, and includes:

- Keeping our parents/guardians informed
- Parents/guardians keeping us informed

## PARENTS/GUARDIANS ARE ASKED TO CONTACT DAY CAMP WHEN...

- Any information on your child's registration form has changed
- Someone other than individuals listed on your child's application will be picking up your child
- Your child will not be able to be picked up on time after camp
- An incident or change occurs in your child's life that may alter his/her attitude or cause emotional changes (*i.e., divorce, loss of pet, death in family, etc.*)
- Your child has a contagious condition (*chicken pox, head lice, pink eye, etc.*)

## PARENTS/GUARDIANS WILL BE CONTACTED IMMEDIATELY WHEN...

- Your child receives an injury requiring immediate medical attention
- Your child exhibits a medical condition that could be contagious or is deemed as a threat to other participants

## PARENTS/GUARDIANS WILL BE NOTIFIED AT PICK UP TIME WHEN...

- A staff member wants to share your child's accomplishments
- Your child receives a minor injury that does not require the services of a professional in the medical field
- Your child complains of a non-emergency condition or symptom
- Your child exhibits unusual behavior

## PARENT/GUARDIAN CONFERENCES WILL BE SCHEDULED BY THE DAY CAMP SUPERVISOR WHEN...

- Your child exhibits a pattern of disruptive behavior that interferes with program quality, management, or supervision of other participants
- The Day Camp Director, Assistant Director, and the Day Camp Supervisor observe unusual patterns of behavior or participation

## CAMP RATIO

Our camp will have a minimum of 1 staff member per every 6 children.

## REFUNDS/WITHDRAWALS

- Cancellations must be received by email or phone before Thursday 5pm on the week prior to the scheduled start of camp. No refunds will be issued for cancellation after Thursday 5pm.

## STAFF

- The staff is chosen carefully to assure the most qualified individuals for the supervision, instruction and guidance of children in the Teen Adventure Camp Program. We hire individuals who have experience in day camp programs, education and/or recreation.
- All staff must successfully complete a criminal background check and drug-screening test prior to employment.
- All staff members are trained in First Aid and CPR.

## CAMP DRESS CODE

- Appropriate dress is shorts, t-shirts or any other casual wear. Be advised, children get dirty at camp!
- Campers are **REQUIRED** to wear rubber-soled shoes (*tennis shoes*) and socks. Sandals and any other open-toe shoes are **NOT** allowed.
- Mark all clothing and extra items with the child's name.

## ACTIVITIES

- The camp offers a variety of activities such as high and low impact games, group games, arts & crafts, sports, special guests, swimming and field trips.

## MEDICATION

- To dispense any type of medication, we must have a completed Medication Authorization Form that is available at registration.
- All medication **MUST** be in its original container. Prescribed medication must display the child's name and dosage on the container label. Over-the-counter medication must be in the original container and labeled with the child's name.
- Medication will be kept with the Adventure Camp Director.
- Do not send your child to camp when he or she is not feeling well. Your cooperation in this is appreciated.
- If your child has any type of contagious condition, he or she will not be allowed in the program until staff feels the child is not a threat to the safety or health of our other participants.

## DROP OFF/SIGN IN

- Drop-off area will be the parking lot of Alpharetta Community Center
- A staff person will greet arriving campers in the morning 7:30-9:30am.
- You **MUST** sign in with a member of our staff.
- If you drop off your child after 9:30am, you **MUST** come inside to speak with a member of our staff and officially sign your child into the program if it is between 9:30am & 10:00am.

## DISCIPLINE (*continued*)

- For major infractions, such as becoming violent to staff or other campers, obscenities and/or the child is being uncontrollable, the child's parents/guardians will be informed to pick up the child immediately and their child will be expelled from Teen Adventure Camp.

**Major Infractions** include, but are not limited to the following:

- Violent or uncontrollable behavior—this includes punching, kicking, slapping, biting, choking, or striking with an object in an angry and/or violent fashion
- Bringing and/or displaying any type of weapon
- Behavior that hinders the safe operation of a vehicle
- Smoking or use of illegal drugs or intoxicants
- Indecent conduct that involves inappropriate touching of oneself or others
- Inappropriate language used in a threatening manner
- Running away from camp or field trip

**Bullying and theft will not be tolerated at the Teen Adventure Camp and will be dealt with on a case by case basis.**

**Some steps in our disciplinary procedures may be skipped depending on the severity of the offense.**

**No refund will be given for a child who is suspended or expelled.**

- Staff is trained to encourage and reward positive behavior, and redirect misbehavior. Although every attempt is made to teach behavior consistent with our values, we realize that, as part of their normal adolescent development, teens push the boundaries. We do have measures in place should redirection not be effective or teens continue to put other campers at risk or are consistently behaving in a way inconsistent with our core values.

## BEHAVIOR

- All campers must be mature enough to be responsible for their behavior, their own property and the rights and property of others. There is to be no excessive "horseplay", loudness, unruly or abusive language, throwing of food, smoking, and use of alcoholic beverages or drugs during any part of the trips. It will also be expected that campers will pay attention and follow all rules and regulations for all the areas that we plan to visit. Parents are asked to review these rules with the campers and withhold permission if the camper does not find these rules acceptable. **Please note that this travel camp is unique because unlike a day camp, the campers have to have a sense of responsibility for themselves.**

## TOYS, GAMES, AND CELLPHONES

- Parents/Guardians are encouraged **NOT** to allow their child to bring any toys, games, electronics or the like to camp. These items can be easily broken or stolen.
- Cell phones will not be permitted at camp under any circumstances.
- Adventure Camp staff **will not** be held responsible for any lost, damaged or stolen items.

## DISCIPLINE

The Alpharetta Recreation and Parks Department reserves the right to limit, deny or expel a participant when the health and/or safety of the individual, other participants, staff, volunteers and/or the public are threatened.

Decisions of this nature may be based on, but not limited to, the following behavioral situations:

1. Repeated and unresolved disciplinary problems that require excessive staff intervention (*problems that cannot be resolved with behavior modification*)
  2. Involvement in any activity that is unadvisable for medical purposes
  3. Behavior that hinders the safe operation of a vehicle
  4. Violent or uncontrollable behavior
  5. Food or beverages in unauthorized areas
  6. Smoking or use of illegal drugs, intoxicants or weapons
  7. Interference with employee or volunteer duties
  8. Harassment
  9. Inappropriate or indecent conduct or language
  10. Alteration or damage to equipment, facility or defacing property
- Campers are disciplined when camp rules are broken and/or when they become uncooperative. For minor infractions, the counselor will fill out a Disciplinary Action Form and an Incident Report Form. The parent/guardian will be informed by the Camp Director or Assistant Director of any action taken when the child is picked up.
  - Any recurring minor infractions of camp rules by a camper may result in suspension from the camp for one day.

**Minor Infractions** include, but are not limited to the following:

- Not following camp staff directions/instructions
- Unsportsmanlike conduct
- Not using equipment properly
- Food and beverages in unauthorized areas
- Not sharing equipment with other campers
- Teasing/Name Calling
- Inappropriate language used in a non-threatening manner
- Indecent conduct
- Wrestling with other campers

## PICK UP/SIGN OUT

- All persons designated as “Authorized to Pick Up” will be required to present some form of picture identification to staff when picking up a camper. This will assist in ensuring the utmost safety of your child.
- A staff person will greet arriving parents/guardians in the afternoon. You **MUST** sign your child out along with the time you picked your child up from camp that day.
- Participants will not be allowed to leave the camp unless accompanied by his/her parent/guardian or a person designated by parent/guardian. This person **MUST** be designated by the parent/guardian in writing on the application or by notifying the Camp Director at drop off.
- Parents/Guardians who do not pick up their children by 6pm will be charged \$5.00 for every fifteen minutes they are late picking up their child. **For example: 0-15 minutes = \$5; 16-30 minutes = \$10; etc.** Even if you call the office, you will still be charged a late fee.
- **IMPORTANT:** Staff may contact Alpharetta Police Department for campers left at the facility more than one hour after camp ends.
- **If your child needs to leave early for any reason during the day, you will need to pick your child up from the fieldtrip location.**

## TRANSPORTATION

The City of Alpharetta Recreation and Parks Department will provide transportation to and from planned activities only.

- Children will be transported to and from field trips by a city of Alpharetta bus. Buses are equipped with Air Conditioning.

## LUNCH/ SNACKS

- Pack your child a sack lunch as well as **two** snacks each day.
- The camp staff is **NOT** responsible for what your child eats for lunch or snack.
- The camp staff is **NOT** responsible for whether or not your child eats lunch or snack each day.
- We suggest your child bring a water bottle to fill throughout the day.

## PAYMENTS

- Payment must be made in **FULL** at the time of registration.

## MONIES

Camp staff will not be responsible for extra money brought by a camper for concessions or other reasons. **We do not recommend sending money.** If you send money with your child, it is at your own risk.

## LOST AND FOUND

We ask that parents check our lost and found storage weekly. The Recreation and Parks Department is not responsible for missing clothing, toys, etc. Again, please help us by labeling your child's items.