



PARENT HANDBOOK SUMMER 2024

CAMP PHILOSOPHY

The philosophy of the Camp Happy Hearts Summer Day 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 recreation 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 their performance is not rated or criticized.
- Equal recreational opportunities for ALL.
- 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 the proper attitudes.
- An opportunity to play in a non-competitive environment.
- Opportunities for children to feel valued by staff and recognized for their accomplishments.

Sessions:

Session 1: June 3 - June 7

Session 2: June 10 - June 14

Session 3: June 17- June 21

Session 4: June 24 – June 28

(No camp July 3 – July 7)

Session 5: July 8 - July 12

Session 6: July 15 - July 19

Session 7: July 22 - July 26

Field Trip

Camp will be booking trips that are mainly indoors to avoid cancellations due to weather or extreme heat.

CAMP TIMES

- Organized activities: 9:00 a.m. until 4:00 p.m.
- Pre-Camp is offered 7:30 a.m. until 9:00 a.m.
- Post Camp is offered 4:00 p.m. until 5:30 p.m.
- There is no charge for pre-camp or post camp.
- For your child to get the most out of their camp experience it is important to drop your child off by **8:45am** and pick your child up after 4:00pm.
- **On Field Trip days buses can arrive back at camp as late as 4pm.**

PAYMENTS

Payment for the week(s) of camp enrolling are due at time of registration.

REFUND POLICY

Any participant may receive a refund, minus a \$5 service fee, if the refund is requested by email or phone before Wednesday at 5pm the week prior to the first day of the scheduled start of that summer day camp session. No refunds will be issued after Wednesday.

COMMUNICATION

Keeping parents informed and parents keeping us informed is a very important part of the success of camp.

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

- Any of the information on your child's registration form has changed.
- Someone other than those 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 causes emotional changes (i.e., divorce, loss of pet, death in family, etc.).
- Your child has any contagious condition (chicken pox, head lice, pink eye, etc.).

PARENTS/GUARDIANS WILL BE CONTACTED IMMEDIATELY WHEN ...

- Your child has received an injury which requires immediate medical attention.
- Your child exhibits a medical condition which could be contagious or is deemed a threat to other participants.
- Your child becomes an immediate threat to themselves or others (see Code of Conduct).

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 behaviors.

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

- Your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management and supervision of other participants (Code of Conduct).
- The Day Camp Director, Camp Staff or Camp Supervisor observes unusual patterns of behavior or participation.

CAMP RATIO

Our camp will have a minimum of one adult staff member per every four children as well as a Camp Director (1:4 ratio). We are not able to accept campers who require one-to-one care.

STAFF

- The staff is chosen carefully to assure the best-qualified individuals for the supervision, instruction and guidance of your children. 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.
- Each staff member will receive training hours in CPR, First Aid, and basic camp training for children with mild disabilities.

CAMP DRESS & CAMP T-SHIRTS

- Appropriate dress is shorts, 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 (except as a change of shoes for the pool).
- **Mark all clothing and extra items with the child's name.**
- One camp T-shirt will be provided for each child. T-Shirts will be issued the first week your child attends camp. Please do not alter the camp shirt in anyway without discussion and approval from Camp Director.
- Please have your child wear the camp T-shirt when the camp goes on field trips.
- Please send a change of clothes if your child is prone to accidents. You may leave the clothes in your child's cubby in case of an emergency.

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.
- Field trips will be held on Wednesdays unless otherwise noted. The group will leave no earlier than 9:00 a.m. and will return no later than 4:00 p.m. unless otherwise noted. All admission fees are included in the registration fees.
- Campers will go swimming at the Wills Park Pool on Tuesday and Friday of each week, unless otherwise noted, from 10am-Noon. Subject to change due to weather or pool use.

TOYS OR GAMES

- Campers are not allowed to bring games, toys, electronics, or movies to camp. These items can be easily broken, misplaced or stolen. Campers are required to leave personal belongings in their cubbies while at camp.
- Staff will not be held responsible for any lost, damaged or stolen items.

MONEY

Participants should not bring money to camp, unless you have been advised by the Camp Director.

LOST ITEMS

As we understand that you place your children in our hands during camp, it is not our responsibility if your child misplaces something while at camp. Please know that our staff members will make every effort possible to find the missing item to the best of their ability. Please help by labeling your child's items.



DROP OFF/SIGN IN

- Parents are asked to stay in their vehicle with their camper, and will be greeted by staff in the drop-off lane.
- If you arrive after 9:15am call the Camp Happy Hearts phone at 470-390-5240. Staff will come outside to conduct their screening and bring the camper inside.

PICK UP/SIGN OUT

- All persons designated as Authorized Pick Up will be required to present some form of picture I.D. to staff when picking up.
- Parents asked to stay in their vehicle and staff will escort your camper to the car.
- No participant will be allowed to leave the camp unless accompanied by his/her parent/guardian or a person designated by the parent. This person **MUST** be designated in writing by the parent/guardian on the application or by notifying the camp director at drop off.
- Late pick-up **WILL NOT** be tolerated as it can cause the city to lose their contract with Lionheart School. Parents/Guardians who do not pick up their child by 5:30pm will be charged \$5.00 for every fifteen minutes they are late picking up their child. Even if you call the office, you will be charged a late fee for late pick-ups. Please plan to arrive early enough to pick up your child and be out of the building by 5:30pm.
- **THERE WILL BE NO FORMAL PICK UP AT THE POOL.** If you need to pick your child up from the pool, you **MUST** alert the Director ahead of time and sign them out with the camp staff.

The doors to the Lionheart School will always be locked for the safety of the staff, counselors and campers. Please call the camp cell phone if you need to speak with the Director and need to get a message to your child.

MEDICATION

- To dispense any type of medication, you must have completed a Medication Form that is part of the camp application.
- All medicine **MUST** be in the 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 in the office with the Camp Director.
- Please do not send your child to camp when he or she is sick.
- If your child has any type of contagious condition or comes to camp sick, he or she will not be allowed in our program until the staff feels the child is not a threat to the safety or health of our participants.

SUNSCREEN

- Parents are responsible for applying sunscreen to their children on Tuesdays and Fridays prior to arriving at camp and before outdoor field trips on Wednesdays. Staff will only apply waterproof sunscreen that is 30 spf or above.
- Please provide the camp with cans of no-rub, continuous spray sunscreen that is waterproof and 30 spf or higher. Sunscreen is donated for community use unless a child requires special sunscreen due to skin conditions or allergies. Please notify the director if your child has special sunscreen needs.

TRANSPORTATION

The City of Alpharetta Recreation and Parks Department will provide transportation to and from planned activities only, using a professional busing company.

- Staff will not transport any campers in a privately owned vehicle.
- During field trips and special events in which the group will leave the campsite, the Alpharetta Recreation and Parks Department and the camp staff **CANNOT** be responsible for any children left by a parent unattended after the camp has left. If you don't sign-in with a staff member, do not leave your child. Lionheart staff may not check in a child or supervise them under any circumstance.
- All trips and outings will be scheduled in advance and the parents will be informed when the camp is leaving the campsite. If a late drop off results in your child missing the bus, it is the parent's responsibility to take the child to the fieldtrip site and inform the staff of the child's arrival and sign the child in.

LUNCH/SNACKS

- The camp will not provide food and drinks unless otherwise noted.
- Campers need to bring a **sack lunch with a drink** and **two** snacks each day.
- The Camp Staff is not responsible for what your child eats or if your child eats.
- Please send food that you know your child will eat and put your child's name clearly at the top of the lunch bag.
- We suggest that your child bring a water bottle to fill throughout the day. Please put your child's name clearly on the water bottle.

IN CASE OF AN ACCIDENT

- The City of Alpharetta does not assume responsibility for any accident on City facilities (including the campsite at the Lionheart school, the pool, any trip location, etc.), for payment of any medical treatment or payment of transportation to a facility for treatment.
- The staff will perform emergency first aid and call the emergency vehicle if necessary.
- For minor injuries, the staff will perform the necessary first aid and will inform the parent upon pick up.

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 or evacuated to the Alpharetta Community Center if deemed necessary by the Camp Supervisor or any other emergency personnel; until they can be picked up by a parent or authorized person.
- In the event of a site evacuation and the children are taken to a local emergency center; efforts will be made to notify parents as to where to pick their child up. The evacuation location will be posted on the outside doors of the Lionheart School as well in the event we cannot reach parents. Summer camp staff will remain with the children until they are picked up.

CAMPER CODE OF CONDUCT

(Please review with your child)

It is our hope that everyone that participates in our program will have a positive experience that will last a lifetime. To help everyone get the most out of their camp experience, we have set up a list of ground rules to help parents and children understand what we expect at camp. We recognize the special needs of our campers and will, as much as possible, individualize the rules according to the needs and abilities of each camper.

Camp has four basic rules that we explain to the children and post in each room. We have these rules so that everyone can be assured of a positive experience.

- **Respect yourself, others and property.** Abusiveness toward others or using inappropriate language, fighting, stealing, etc. is not allowed. It also covers property damage, graffiti or vandalism.
- **Participate in camp activities.** We encourage campers to try all activities once to see if they like it. If they don't care for the activity they are encourage to participate by cheering or offering positive encouragement to others.
- **Follow directions.** There are a lot of fun things to do at camp, but every activity has rules so we can operate the activity safely and appropriately. We ask the campers to follow staff directions during all activities.
- **No put-downs.** An example of this would include name-calling, racial slurs or inappropriate practical jokes.

If we do have a problem with inappropriate behavior, the following is Camp Happy Heart's behavior policy:

- **First Offense:** Camper will be given verbal warning.
- **Second Offense:** Camper will be put in timeout with an explanation and discussion on what is causing the problem. If the counselor needs help, the Director or Assistant Director will work with the child to help avoid further problems. We will also discuss with parents to see if any suggestions can be made in order to deter the inappropriate behavior.
- **After two (2) timeouts** have occurred, the Director/Assistant Director will suspend the child from camp for the remainder of the day and will contact the parent/guardian to pick them up immediately. Campers suspended will remain under the supervision of the Director/Assistant Director until a parent/guardian arrives.
- **After two (2) suspensions** from camp, the participant will be removed from the program for the rest of the session and there will be no refund for the remainder of that session. Attendance in camp for future sessions will be discussed with parents/guardians. Based on the Director/Assistant Director's input, the Program Supervisor will make the final determination of the whether the camper will return to the program.
- **In the event of a major offense or the camper physically injures another camper or counselor,** they will be immediately removed from the camp for the remainder of the summer. There will be no refund for the week the camper is attending; refunds for remaining weeks will be decided by the Program Coordinator, dependent upon the ability to fill the camper's place with another camper on a wait list.

The Program Coordinator reserves the right to remove a child from camp at any time in the event the safety and well-being of participants and staff is being compromised.

CLAIRIFICATION OF REASONS FOR IMMEDIATE REMOVAL FROM CAMP:

- Major offenses include: running away from the group, threatening or deliberate profane language and physical aggression of any kind including slapping, hitting, pinching, hair pulling, kicking, spitting or biting; these will result an immediate 1 day suspension and removal from the program if the behavior continues. Acts of deliberate physical aggression will result in permanent removal from the program. For any of these offenses parents will be called during the day to pick up their child.
- **Because of the 1:4 staff to child ratio behavior that requires one on one attention on an hourly or daily basis cannot be tolerated. If at any point the camp director, assistant director, or supervisor feels that a camper is requiring excessive one on one attention, a parent meeting will be schedule in regards to the camper's attendance at Camp Happy Hearts. Such behavior will be treated as a major offense and can result in dismissal from the program.**

THE CITY OF ALPHARETTA HAS LIABILITY INSURANCE, BUT DOES NOT PROVIDE MEDICAL INSURANCE FOR ITS PARTICIPANTS. INSURANCE IS THE RESPONSIBILITY OF THE PARENTS. IF YOU DO NOT HAVE INSURANCE, THE ALPHARETTA RECREATION DEPARTMENT STRONGLY SUGGESTS YOU OBTAIN IT PRIOR TO THE CAMP START DATE.

CAMP HAPPY HEARTS IS NOT A LICENSED DEPENDENT CARE FACILITY. IRS PUBLICATION 503 STATES THAT ENTITIES WHO ARE NOT LICENSED DEPENDANT CARE FACILITIES BY THEIR STATE OR COUNTY GOVERNMENT ARE NOT ELIGIBLE TO PROVIDE TAX DEDUCTIBLE SERVICES.

IMPORTANT NUMBERS:

Camp Cell
(470) 390-5240

Program Supervisor: Lindsey Pritchard
(678) 297-6115

Alpharetta Community Center
(678) 297-6100

Camp Email
lpritchard@alpharetta.ga.us

NOTES: