

FIELD TRIPS

All campers will attend field trips due to the fact that these are pre-paid events. Campers should wear their camp shirt as well as comfortable shoes on field trip days. Campers will still need to bring a sack lunch as well as two snacks. Field trips will be taken on Thursday unless otherwise noted. You will be notified of any trip changes in the weekly newsletter. Field trips are not guaranteed and if a field trip gets cancelled for an unforeseen circumstance, no refund will be issued.

- June 4**-Zoo Atlanta
- June 11**-Sparkles
- June 18**-Fun Spot America
- June 25**-Stone Mountain Park
- July 9**-Medieval Times
- July 16**-Georgia Aquarium
- July 23**-Dave & Buster's
- July 30**-Get Air
- August 6**- Area 51

**Field trips are subject to change without notice*

⇒ **Arrive at camp no later than 9am
on field trip days**

⇒ **Buses will not be back to camp
until 4pm on field trip days**

**Jenny Simpson, Recreation Supervisor II
Alpharetta Community Center
Phone: 678-297-6100**



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 Wills Park 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 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 carpool pick-up please park and walk in with your child. You must sign your child in at the

Q & A con't...

Q. What should my child wear to camp?

- A. Kids get dirty at camp! Please dress your child in clothes that are washable. Be aware that your child's clothes may become stained. Choose fabrics that are cool and lightweight—it is a good idea to layer clothes as mornings can be cool and days can be HOT! Children are very active at camp—running, climbing, rolling, jumping, etc. Please choose shorts or light weight pants (*i.e. no skirts or dresses*) and running shoes (*i.e. no open-toe shoes*).

Q. What does my child need to bring to camp?

- A. Your child should bring the following items to camp:
- Change of clothes
 - Athletic clothing and footwear
 - Bathing suit
 - Towel
 - Lunch and drink
 - Snack (2)
 - A bag/backpack to carry items in
 - Filled water bottles
 - Hat and/or sun block

Q. What should my child refrain from bringing to camp?

- A. **ANYTHING VALUABLE!** iPods, Game Boys, trading cards or anything else of value should be left at home in order to ensure the safety of your child's belongings, as well as their safety and participation in group activities.

Q. What if my child does not want to participate in a particular activity?

- A. All campers must participate in all activities. The Wills Park Summer Day Camp is committed to the development of the camper's life skills through group activities and exposure to diverse athletic and educational experiences.

Q. Can I attend a field trip with my child?

- A. Yes, however, you will need to provide your own transportation and purchase any tickets. If you decide to remove your child from his/her group you must first sign them out of camp. Once you have signed your child out of camp you will be solely responsible for your child until you sign them back into camp.

Due to the differing developmental abilities of children in different age groups, we do not allow groups to be combined.

DEAR PARENT,

Thank you for choosing the City of Alpharetta Recreation and Park Department's summer day camp. This parent guide will allow you to become familiar with our camp and help prepare for your child's experience. Reading through this guide with your child is important and should answer any questions you may have.

Below are answers to the most frequently asked questions about Wills Park Summer Day Camp:

Q & A

Q. Can my son or daughter be in a group with his/her friend?

A. Each week children will be put into a group by our computer system in order to ensure that children are in groups that are age appropriate. There are 4 groups of 25 children and groups are divided by the specific make up of the children that are enrolled for the session. **It is possible that your child will be in different groups from week to week. The camp ratio is 10:1 and to maintain this ratio we will not be able to accept specific requests for pairing children in groups together. Unfortunately, it is not always possible to meet every request. Encourage your camper to enjoy the opportunity to make new friends and focus on the fun activities he/she will be participating in during the day.**

Q. What if I need to pick my child up during the camp day?

A. Call the camp site directly or give a note to the morning greeter. It is best to plan ahead of time, as your child might be away from the main site in an activity and it can take some time for them to walk back to meet you.

Q. What should I do if I arrive late for drop-off?

A. Campers **MUST** be signed in at the day camp office. Then a CIT or counselor will take your child to their assigned group.

Q. What if someone else is picking my child up from camp?

A. On the registration form we have provided space for you to include people that are authorized to pick-up your child from camp. If you require any additional adults to be authorized to pick-up your child from camp, please send a note to the Camp Director with the date and your signature. We will ask all people we have not met to identify themselves with photo identification (*driver's license*). If someone comes to pick up your child who you have not given written authorization to, we will call for verbal permission before releasing your child.

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 10 children, plus a Camp Director. Each group is assigned "Counselors In Training" to assist with activities. Participants will be divided into groups by ages. **Age groups vary week to week**, since the exact breakdown of age groups depends on how many children of each age enroll each week.

STAFF

- The staff is chosen carefully to assure the most qualified individuals for the supervision, instruction and guidance of children in the Day 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 & CAMP T-SHIRTS

- 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.
- One camp T-shirt will be provided for each child. T-shirts will be issued the first week your child attends camp (*prior to fieldtrip day*).
- **Children are required to wear the camp T-shirt when the camp goes on field trips. Please do not alter camp shirts in anyway.**

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 Thursdays unless noted otherwise. The group will leave no earlier than 9:00am and will return no later than 4:00pm unless noted otherwise. All admission fees are included in the registration fees.
- Campers will go swimming on Monday and Friday's.
Groups 1, 2: between 12-2pm; **Groups 3, 4** between 2-4pm
Campers should bring a swimsuit, towel and sunscreen on these days.
- **Staff will not be responsible for administering sunscreen. If you would like a counselor to apply sunscreen to your child you must complete that section on the camp registration form.**

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 in the center supervisors office.
- Do not send your child to camp when he or she is not feeling well. Your cooperation in this is appreciated.

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.
- Day 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.

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.

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 Wills Park Summer Day 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 Wills Park Summer Day 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.

VISITORS

Visitors are always welcome at the Wills Park Summer Camp. However, we ask that all visitors check in with the front desk staff. Parents may visit the camp any time. Persons unknown to staff will be required to show identification and if they are not on the “authorized to pick-up” list, then they will not be allowed to visit with the camper.

MEDICATION (continued)

- 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 7:30-9:00am.
- You **MUST** sign in with a member of our staff.
- If you drop off your child after 9:00am, you **MUST** come inside to speak with a member of our staff and officially sign your child into the program. Please try to have your child at camp no later than 9:00am.

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, please provide a letter to a camp staff member that morning or call the Alpharetta Community Center Office prior to your arrival.**

TRANSPORTATION

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

- A professional busing company will provide all transportation to and from field trips/special events.
- Camp staff will not transport any campers in a privately owned vehicle.
- During scheduled field trips and special events when the group will leave the campsite, Alpharetta Recreation and Parks Department **CANNOT** be responsible for any children left unattended by a parent/guardian after the group has left the campsite. **If you do not sign in with a staff member, do not leave your child.**

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.
- Drink and snack machines are available at the community center. The snack machines are only available at snack and lunch times. Camp staff will not monitor how much money your child brings to camp. Please send change or singles with your child; the camp office does not have change.
- We suggest your child bring a water bottle to fill throughout the day.

PACK A HEALTHY LUNCH

Include some of these tasty options for lunch and snacks, too

- Pretzels
- Applesauce
- Fresh Fruit
- String Cheese
- Dry Cereal
- Popcorn
- Veggies
- Go-Gurts



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 cancellations after Thursday 5pm.

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.

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.
- The day 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