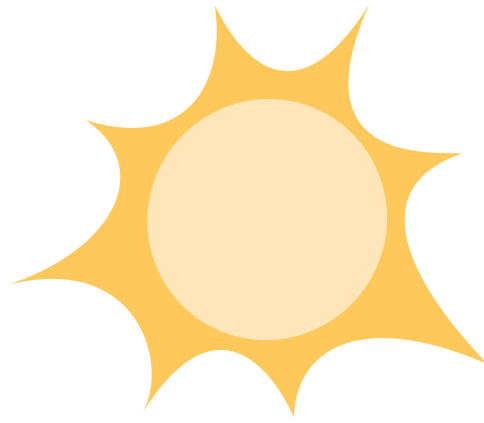


# SUMMER DAY CAMP GUARDIAN HANDBOOK 2021



ATHENS-CLARKE COUNTY  
**LEISURE SERVICES**

[accgov.com/leisure](http://accgov.com/leisure)



## Welcome to the ACCGov Leisure Services Department Summer Day Camp Program!

The Leisure Services Department's Summer Day Camps and Mini Camps are designed to provide positive summer activities for elementary, middle, and high school aged participants within an enriching, safe, fun, and secure environment.

A trained and caring staff supervises all programs. Educational, recreational, and motivational activities geared to the interests of the participants are provided and may include arts and crafts, games, group activities, special events, sports, and swimming.

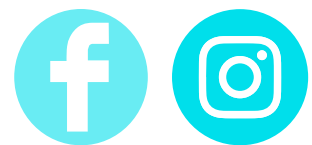
The following information will allow you and your child to have an enjoyable and memorable summer camp experience. Please take time to familiarize yourself with the contents of this handbook.

We look forward to serving you this summer!



ATHENS-CLARKE COUNTY  
**LEISURE SERVICES**  
[accgov.com/leisure](http://accgov.com/leisure)

### STAY CONNECTED!



@ACCLeisureServices

205 Old Commerce Road  
706-613-3800  
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## ATHENS-CLARKE COUNTY LEISURE SERVICES DEPARTMENT MISSION STATEMENT

We build a healthier and more livable community by providing opportunities to learn, to create, and to play in quality parks, programs, and facilities that are valued by our citizens.





## CAMP VALUES

- Respect
- Integrity
- Positive Environments
- Openness & Inclusivity
- Fun

## CAMP VISION

Leisure Services envisions a world in which children grow up exploring new ideas, enriching their lives, connecting with their communities, and making the most of life for themselves and others.

## CAMP GOALS

Camp goals include emphasis on the “learn, create, play” focus of the Leisure Services Department’s mission statement. These goals and any accompanying objectives are used as a tool to evaluate the success of the camp programs. Each camp may have different learning objectives.

- Provide a safe and clean camp environment
- Provide opportunities for self-exploration and creative expression
- Build self-confidence in campers
- Foster the development of friendships
- Encourage constructive problem solving and conflict resolution
- Promote new skills and development



## ACCOMMODATIONS

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Athens-Clarke County Leisure Services Department, should answer “yes” in the accommodation section in the online registration process. Seven (7) business days advance notice is required to review reasonable accommodation requests. More notice is appreciated. A response to an immediate need for accommodation will be considered to the fullest extent possible; however, the Americans with Disabilities Act does not require the Leisure Services Department to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

## SUMMER CAMP STAFF

The Leisure Services Department’s summer camp staff consists of qualified and caring individuals, including college students and schoolteachers, who choose to work during the summer.

All applicants must pass a criminal history check prior to being hired. Once hired, all staff complete extensive pre-camp preparation including: child abuse reporting, camper supervision and discipline, First Aid/CPR certification, and van driving training (when appropriate), as well as additional camp specific training as necessary.

## HOLIDAY SCHEDULE

In observance of Independence Day, camp will not be in session on Monday, July 5, 2021.



## COMMUNICATION

Our staff appreciates you keeping us informed of your child’s special needs or any transitions in the home life. This helps the staff remain sensitive to your child’s needs.

Should you have a question or concern, please reach out to Staff via phone immediately.

Guardians should receive an email prior to camp for specific instructions regarding the following week of camp.

Staff will use contact information provided on MyRec account. To update, visit [www.accgov.com/myrec](http://www.accgov.com/myrec).

## REFUND POLICY

If the Leisure Services Department is responsible for the cancellation of a program or class, a full refund will be issued to all registered participants.

No refunds will be granted after the start of the program session or class. Fees collected of less than \$5.00 will not be refunded (unless the Department cancels the program or class.)

Refunds will be granted for campers who miss 2 or more days of camp due to COVID-19.

All requests for a refund must be received by camp administration no later than seven (7) business days prior to the first day of class or program. After the seven (7) day deadline, refunds will not be granted without a written medical excuse from a licensed physician.

Refunds will be assessed an administration fee of 25% of the amount paid. This fee applies to all programs with a fee of \$5.00 or more.

Refund requests must be requested from the individual who registered the participant. Refunds will be issued back to the credit or debit card used for the original payment, or in a paper refund check for those who initially paid with check or cash.

In unusual situations (patron is relocating, has an illness, becomes physically unable to continue the program, etc.) when a refund is requested for services that have been paid in advance (such as annual passes), the balance of the remaining value may be refunded upon request.

Behavior-related dismissals from camp programs are not eligible for refunds.



## “REDUCE THE SPREAD” COVID-19 PROTOCOLS


To help reduce the spread of COVID-19, the Leisure Services Department is implementing the following protocols to minimize the risk of COVID-19 to campers and staff. Please refer to the following guidelines and flow chart for further information. These protocols are based on the [Clarke County School District guidelines](#), as well as [CDC recommendations](#).

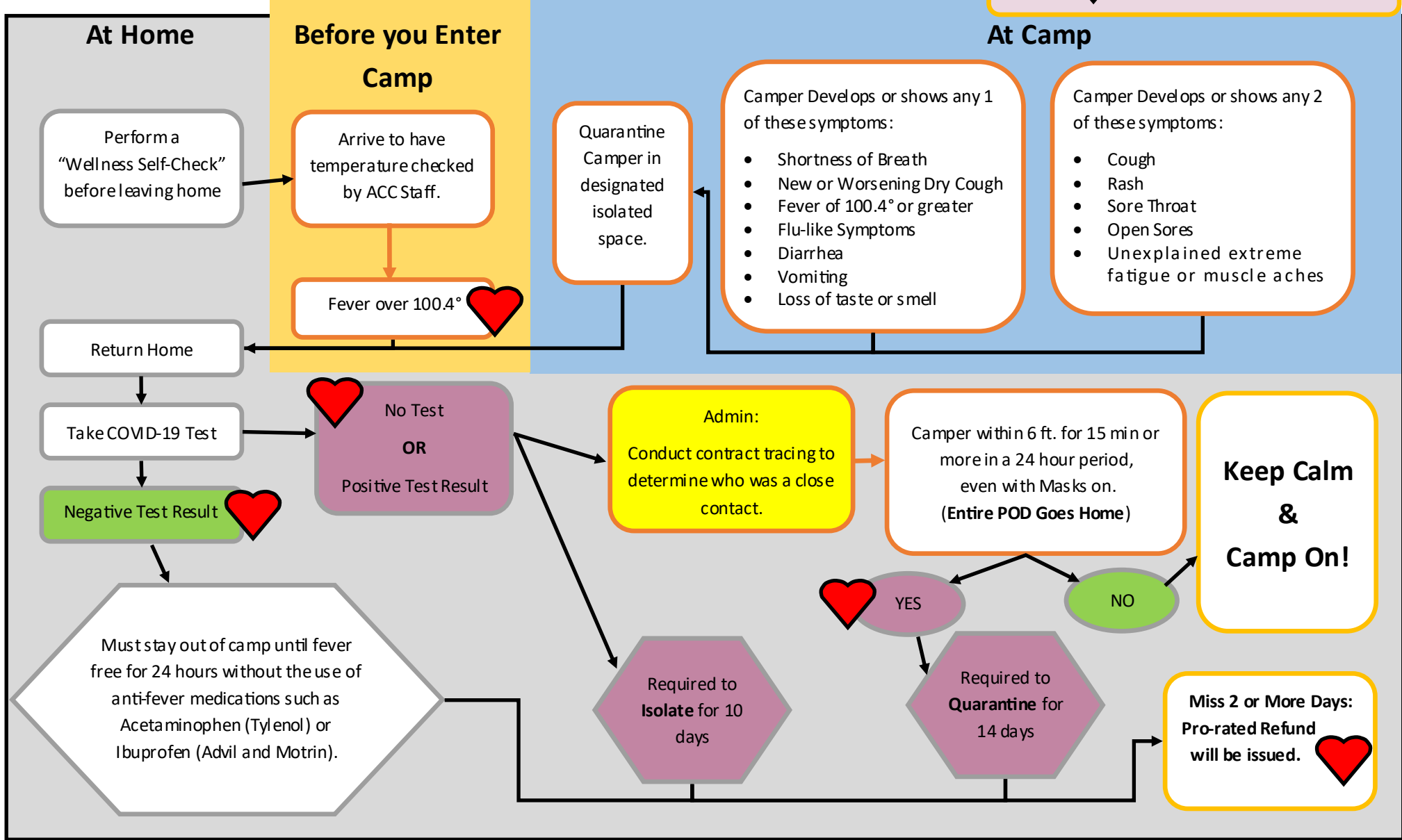
- Camps will operate at a reduced capacity.
- “Masks On” for all campers and staff. All are expected to wear a mask covering their nose and mouth for the duration of camp, except for activities that are deemed unsafe to do so by staff, such as swimming, some physical activities, etc.
- Small group sizes (pods) of 10 or fewer campers, with dedicated staff for each group. Groups will not co-mingle.
- Temperature Checks for all campers upon arrival. Each camp will have a designated drive up drop-off location. Parents should remain the car and should not leave until their child has been checked in by staff.
- Additional staff will handle aggressive cleaning and sanitizing of spaces, equipment, and supplies for each group, as possible.
- No field trips or transporting of campers by vehicle.
- Campers and Staff with a fever of 100.4 or higher will not be permitted to attend camp until their temperature is below 100.4 for 24 hours without the use of fever reducing medication.
- Campers and Staff exhibiting 2 or more symptoms associated with COVID-19 per the CDC guidelines will not be permitted to attend camp. Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.
- Any Camper or Staff who develops symptoms related to COVID-19 during the camp day will be removed from the group and parents will be notified by phone. Parents are expected to pick up their child within a reasonable timeframe. If a sibling or immediate family member of an individual who is exhibiting COVID-19 symptoms is attending camp, that individual must quarantine. All individuals within the “pod” of the original person exhibiting COVID-19 symptoms will also be quarantined. The Camper may return to return to camp once they no longer show symptoms for 72 hours without the use of medication, or a negative test result can be produced.
- Any Camper or Staff that tests positive for COVID-19 may not return to camp and should quarantine for a minimum of 10 days. They will be allowed to return to camp after 10 days, provided they are symptom-free for the last 72 hours without medication.
- If a Camper or Staff is exposed to another Camper or Staff who tests positive, the exposed person will not be permitted at camp for 14 days or until a negative test result can be produced.
- If a Camper or Staff’s immediate family member tests positive for COVID-19, the exposed person will not be permitted at camp for 14 days or until a negative test result can be produced.
- Refunds will be given for campers who miss more than 2 or more days of camp due to COVID-19.



# Athens-Clarke County Leisure Services

## Summer Camp COVID-19 Process

 - Admin Contact Tracing



## OTHER ILLNESS

Due to the community nature of camp, it is vital that camper share only experiences (not illnesses). Guardians are directed to not send child to camp under the following conditions:

- **Child has a fever of 100 or greater** - Child should stay home until there is no fever for 24 hours and no medicine has been given for fever for 24 hours.
- **Child has vomited in the past 24 hours** - Child should stay home until he/she has not vomited for 24 hours.
- **Child has diarrhea** – Child should stay home if they have any condition that requires them to make frequent “emergency” trips to the bathroom.
- **Child has pain** – Child should stay home if they are experiencing pain such as earache, sore throat, or stomach ache.
- **Child has a rash** – Child should stay home if they have a rash, as this is sometimes a symptom of a contagious illness or may be contagious in and of itself.
- **Child is contagious** – Child should stay home if they have an illness that is contagious to other children (or exhibit animals): Pinkeye, Chickenpox, Strep, German Measles, Measles, Mumps, Pinworms, Head Lice, Impetigo, Ringworm, Flu, etc.

This policy is in accordance with the Clarke County School District policy.

A camper that experiences any of the conditions listed during the camp day, or is suspected of having a contagious or infectious disease, will be excluded from program activities. The guardian will be notified and instructed to pick up the camper immediately. If the condition is infectious, the camper may re-enter programming only by providing a doctor’s note which clears them to return to camp.

## MEDICATION

Procedures for administering medication:

If child has any allergies (i.e., food, medications, etc.) or dietary restrictions, please indicate such during registration or advise staff in writing immediately.

All medication should be administered at home whenever possible. If it is necessary for your child to take prescribed medication during program hours, a Medical Authorization Form must be completed in full by physician and signed by parent. In most cases, the camper, per physician statement, will administer all medications under adult supervision.

Staff will not knowingly allow anyone to take prescription or over-the-counter medication during program hours without parent and/or physician’s authorization.

After staff receives the appropriate authorizations, they will store the medication in a secured area that is accessible only by authorized personnel. Exceptions will only be made if permission is given by you and your physician for your child to carry the medication during program hours certifying that he/she can safely self-administer the dosage.

Parent is expected to deliver medication to the program director, unless child is authorized by parent and physician to carry the medication.

No over-the-counter drugs (e.g. Tylenol, Benadryl, cough medicines) will be administered unless authorized through a completed Medical Authorization Form.

Medication and measuring utensils must be in its original pharmaceutical container and labeled with child’s name, medication dosage, and schedule. Pills may not be broken in half by staff. All half dosages need to be split prior to the program.

Guardian should provide necessary amount of medication for the program session. Any unused medication will be destroyed one week after the program has ended.

If there is a change to the dosage, medication, or conditions under which the child is to take the medication, a new Medical Authorization Form must be submitted.



## IMMUNIZATION POLICY

To align with immunization policies of the Clarke County School District, confirmation is required that you have provided your child's school with a correct and up-to-date immunization form or a signed, notarized affidavit stating that child does not have immunizations based on religious beliefs. If child is home-schooled, a copy of the immunization form or the notarized affidavit is required prior to the first day of camp. A copy of the Georgia Vaccine Requirements for School Attendance can be found on the Clarke County School District website.

## EMERGENCIES

All camps have personnel trained in CPR and Basic First Aid. Scrapes and scratches that require first-aid will be treated and reported to guardian at the end of the day.

If a major or life threatening injury or accident occurs, the following procedures will be in effect:

- 911 will be called immediately.
- Guardian will be notified by phone.
- Child may be transported to the closest medical facility for immediate care if needed, or the medical unit may advise Staff how to treat or care for child.

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

- Campers will remain at camp location until authorized person picks them up. Staff will remain with the campers until an authorized person arrives.
- In the event of an evacuation, campers will be taken to a local emergency shelter. The location will be posted on the camp door. Guardians will be contacted via phone.

## ATTENDANCE & TARDINESS

If child is unable to attend camp for any reason, parent shall call the camp to notify staff.

If staff does not hear from parent after two consecutive camp days, the child will be removed from the program and his/her spot will be filled by the next child on the waiting list. This policy is in place to provide camp participation opportunities for other children on waiting lists.

Refunds will not be issued for the program balance if child in violation of the attendance policy.

Campers should be prepared to stay each day for the entire program unless a conflict has been communicated to staff in advance.

Excessive tardiness disrupts the camp schedule and camper supervision. Thirty (30) minutes after the starting time for camp is considered "tardy."

Patterns of tardiness or absence may result in children being removed from the Leisure Services summer camp program.

## SIGN-IN/SIGN-OUT PROCEDURES

Upon arrival at camp, guardian is required to check in their child. Once camp begins, a staff member will confirm all campers are accounted for and checked in.

To minimize the number of people entering the buildings, all campers will be checked-in at their cars. Guardians and campers are expected to stay in their vehicle until staff has arrived to do the temperature check. Parents should remain in the car and stay until the camper has been cleared by a staff member to enter camp. At pickup, parents are to remain in their cars and kids will be escorted to the vehicle.

Guardians are expected to complete the sign-out sheet at pick-up. Identification may be required as a safety precaution. Pick-up and sign-out may also be done with staff through the car window if a placard is on display.

Only individuals listed in the [Authorization for Pick Up](#) section may pick up campers. Guardians may add an individual by notifying staff via phone or note. If staff is not notified prior to check-out, the child will not be allowed to leave the program until staff has communicated with guardian. Please note this procedure is imperative for the safety and security of each child.

Uber and Lyft drivers will not be permitted to pick up campers without a parent in the vehicle accompanying the child. The corporate policies of both Uber and Lyft prohibit drivers from transporting minors without guardian present.

## LATE PICK-UP POLICY

Children must be picked up within fifteen (15) minutes of the end of the camp day. Any child remaining beyond that time must be enrolled in the extended care services. Ending times vary by camp location. If child is picked up past the designated departure time, a fee of \$10.00 will be assessed for every fifteen (15) minutes beyond designated departure time and must be paid before the child can attend the next camp day.

If this policy is violated three (3) times, whether you were late enough to be assessed a fee or not, you may be asked to find an alternative program for your child, and no camp fee refunds will be given.

## EXTENDED CARE

Many Leisure Services Department Summer Camps offer parents the opportunity to drop off their child early (7:30-9:00 a.m.) and/ or pick up their child after camp ends (4:00-5:30 p.m.) for an additional fee. Extended care is an extra service beyond the camp program and is not eligible for scholarship.

## VISITORS

Normally, staff welcomes guardians to visit programs at any time, but due to COVID-19 safety protocols, we discourage any guardians from attending camp.

## CAMPER BEHAVIOR EXPECTATIONS

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

Please review these rules with your child prior to his/her participation in the camp program.

### PARTICIPANTS WILL:

- Show respect and consideration for other campers and staff by following instructions and communicating positively. Respect equipment, supplies, facilities, and personal belongings.
- Wear a mask covering their nose and mouth for the duration of camp, except for activities that are deemed unsafe to do so by staff, such as swimming, some physical activities, etc.
- Remain socially distanced from other campers.
- Participate in activities.
- Independently use the restroom and dress/change into swimsuits without assistance.

### PARTICIPANTS WILL NOT:

- Use violence, force, intimidation, or other negative behavior, or engage in bullying behavior.
- Use inappropriate language or name-calling.
- Destroy supplies or property.
- Bring inappropriate items to the program (weapons, etc.)



## PROGRESSIVE DISCIPLINE

Should the behavior of a camper need to be corrected, ACC Leisure Services staff will utilize progressive discipline in most situations concerning behavior in violation of policies. A verbal warning will be given and continued unacceptable behavior will be followed by a “time out.” Swim time may also be taken away for unacceptable behavior. Should behavior be egregious enough, a parent conference will be required before the child can return to camp activities. Serious behavioral issues may result in suspension or expulsion from the camp program following the parent conference.

## BULLYING

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

**In order to be considered bullying, the behavior must be aggressive and include:**

**An Imbalance of Power:** Those who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

**Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as engaging in name-calling, insulting others, making threats, spreading rumors, attacking someone physically or verbally, or excluding someone from a group on purpose.

Camp staff are trained to spot and stop bullying behaviors at camp, and the consequence for bullying is covered in the zero-tolerance policy section of the Code of Conduct.

## CLOTHING & PERSONAL BELONGINGS

Campers should be dressed in age appropriate clothing suitable for their specific camp program. Camp is a place to occasionally get messy, so dress your child accordingly for his/her camp activities which take place primarily inside or outside. If you are unsure if your child’s clothing is acceptable for camp, please use his/her school’s dress code as a guide. Sandals, flip-flops, heeled shoes, or open-toed shoes are **not permitted**. Closed toe shoes should be worn at all times. Your child may not be allowed to participate in activities without the proper footwear.

Proper swim attire that are age appropriate and fit properly is required. Children needing flotation devices will be issued life jackets.

Please do not send personal items to the program such as cell phones, electronic games, iPods, money, or toys. Staff is not responsible for any misplaced, damaged, or stolen items. Please label all of your child’s belongings.

## LUNCH / SNACKS

Campers should bring their lunch and snacks each day. Water bottles may be refilled throughout the day.

The following camp locations participate in the Clarke County School District summer lunch program, which provides lunches for each camper. **Lunch is not provided the weeks of July 19th and 26th.**

- East Athens Community Center
- Lay Park
- Rocksprings Park and Community Center



# SUMMER DAY CAMP LOCATION & DIRECTORY



## **ATHENS CREATIVE THEATRE**

293 Gran Ellen Drive (Quinn Hall at Memorial Park)  
195 West Washington Street (Morton Theatre)  
Contact: Terry Powell – 706-255-2637

## **EAST ATHENS COMMUNITY CENTER**

400 McKinley Drive  
Contact: Trevor Ross – 706-613-3593

## **EAST ATHENS EDUCATIONAL DANCE CENTER**

390 McKinley Drive  
Contact: Nena Gilreath – 706-613-3624

## **GYMNASTICS**

705 Sunset Drive (Bishop Park)  
Contact: Tina Callaway – 706-613-3589

## **LAY PARK**

297 Hoyt Street  
Contact: Kelly Thomas – 706-613-3596

## **LYNDON HOUSE ARTS CENTER**

211 Hoyt Street  
Contact: William Stephanos – 706-613-3623

## **MEMORIAL PARK & BEAR HOLLOW ZOO**

293 Gran Ellen Drive  
Contact: John McKinney – 706-613-3580

## **ROCKSPRINGS PARK**

291 Henderson Extension  
Contact: Marci Summer – 706-613-3602

## **SANDY CREEK NATURE CENTER**

205 Old Commerce Road  
Contact: Randy Smith – 706-613-3615

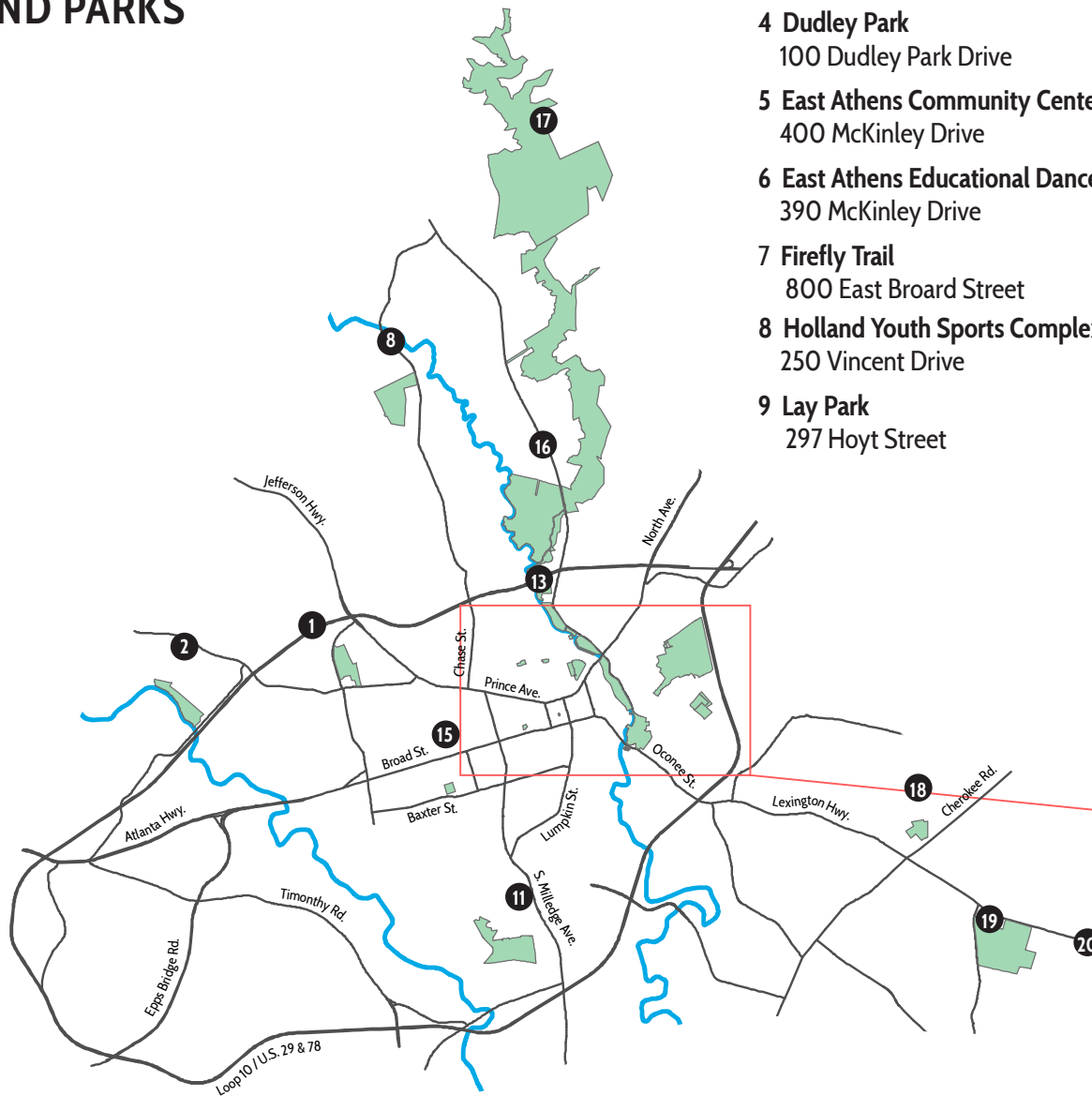
## **SANDY CREEK PARK**

400 Bob Holman Road  
Contact: Hannah McFay – 706-613-3631

# ACCGov

## LEISURE SERVICES FACILITIES AND PARKS

- 1 Bishop Park  
705 Sunset Drive
- 2 Ben Burton Park  
616 Mitchell Bridge Road
- 3 Boulevard Woods Park  
298 Barber Street
- 4 Dudley Park  
100 Dudley Park Drive
- 5 East Athens Community Center  
400 McKinley Drive
- 6 East Athens Educational Dance Center  
390 McKinley Drive
- 7 Firefly Trail  
800 East Broad Street
- 8 Holland Youth Sports Complex  
250 Vincent Drive
- 9 Lay Park  
297 Hoyt Street
- 10 Lyndon House Arts Center  
211 Hoyt Street
- 11 Memorial Park ; Bear Hollow Zoo ;  
Quinn Hall  
293 Gran Ellen Drive
- 12 Morton Theatre  
195 West Washington Street
- 13 North Oconee River Greenway  
205 Old Commerce Road
- 14 Reese and Pope Park  
395 Pope Street
- 15 Rocksprings Park  
291 Henderson Extension
- 16 Sandy Creek Nature Center  
205 Old Commerce Road
- 17 Sandy Creek Park  
400 Bob Holman road
- 18 Satterfield Park  
2950 Cherokee Road
- 19 Southeast Clarke Park  
4440 Lexington Road
- 20 Tennis Center  
4460 Lexington Road
- 21 Walker Park  
200 Trail Creek Street



Downtown Athens

