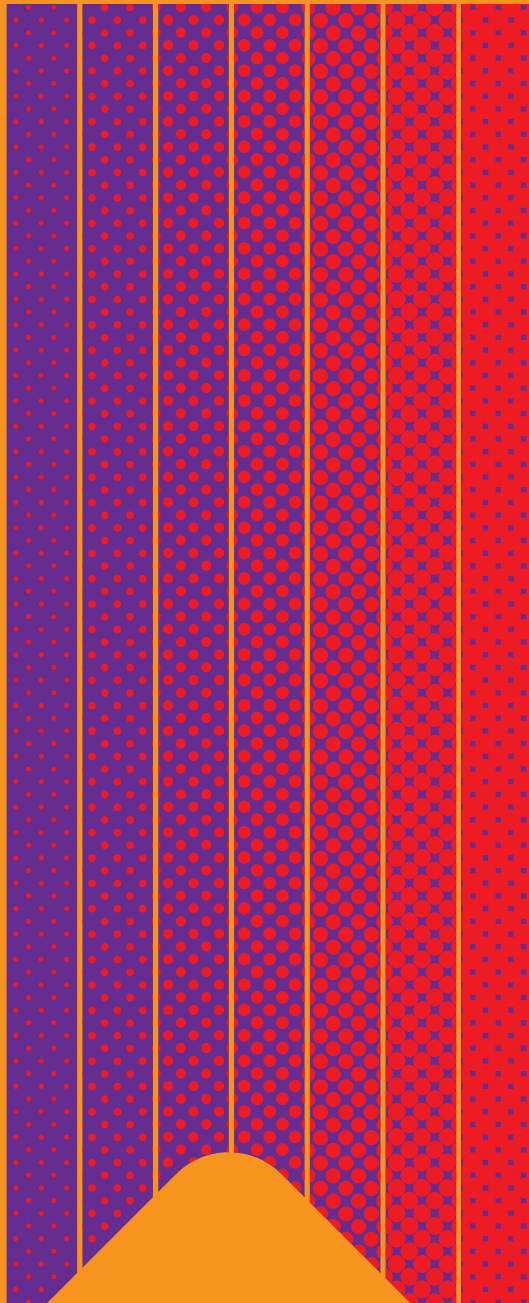
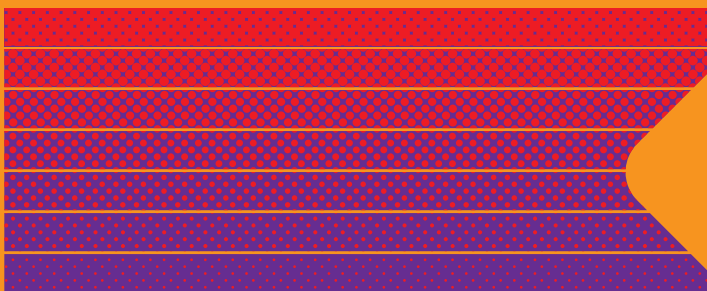


SUMMER CAMP '24



ACCGOV LEISURE SERVICES
GUARDIAN HANDBOOK 2024

706-613-CAMP | [ACCGOV.COM/LEISURE](https://accgov.com/leisure)



SUMMER CAMP '24

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 children within an enriching, fun, safe, and secure environment.

A trained and caring staff supervises all programs. Educational, motivational, and recreational activities geared to the interests of the participants are provided and may include arts and crafts, field trips, 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

706-613-CAMP
leisureservices@accgov.com



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Athens-Clarke County Leisure Services Department Mission Statement

Leisure Services promotes lifelong recreational, cultural, environmental, and educational opportunities for Athens-Clarke County's diverse communities. We contribute to Athens' health and wellness by providing connections to parks, facilities, programs, and community.



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

- 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

Holiday Schedule

There will be no camp on Monday, May 27, 2024, Wednesday, June 19, 2024, and Thursday, July 4, 2024 in observance of holidays.

Lunch/Snacks

Campers should bring their lunch and snacks each day. Please do not send food that requires refrigeration or heat to be consumed. 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 15 and 22.

Heard Park • Lay Park • Rocksprings Park

Summer Camp Staff

The Leisure Services Department's summer camp staff consists of qualified and caring individuals, including college students and school teachers.



All applicants must pass a criminal history check prior to being employed. 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.

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 accounts. To update, visit accgov.com/myrec.

Accommodations

Anyone who requires a modification or accommodation should answer "yes" in the accommodation section in the online registration process. Modifications and accommodations are provided on an as needed basis. While a compassionate sibling can be beneficial, they are not a substitute for professionally trained staff. Please contact the camp staff with any potential concerns prior to the beginning of camp. Requests will be reviewed upon submission, and responded to within one business day. 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.



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.)

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. If a refund is issued as a credit on an individual's MyRec account, it can not be adjusted or issued as a refund in any other way,

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.



Illness

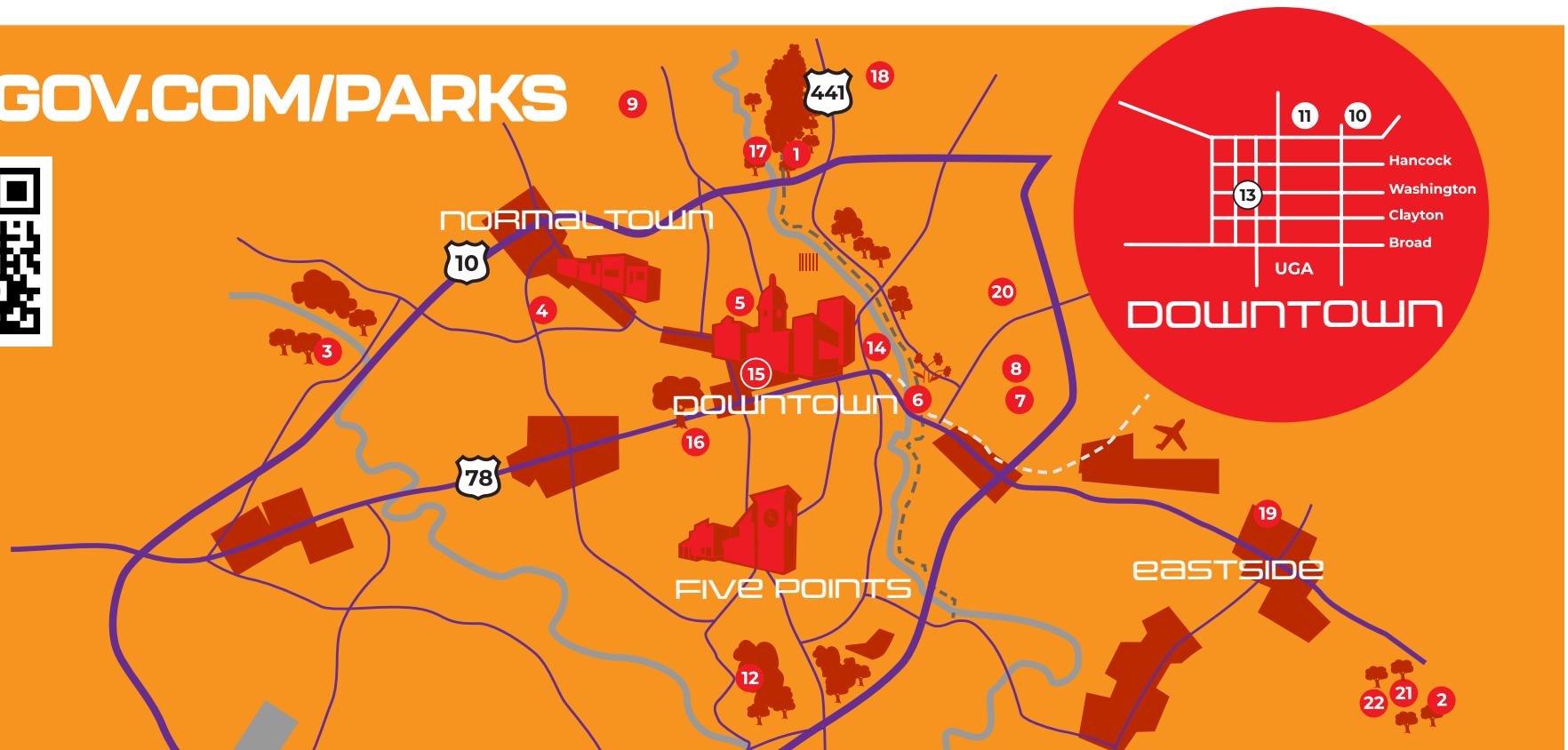
Due to the community nature of camp, it is vital that campers share only experiences (not illnesses). Guardians are directed to not send their child to camp under the following conditions:

- 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 they have 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): Chickenpox, Covid, Flu, Head Lice, Measles, Mumps, Pinkeye, Pinworms, Ringworm, Strep, etc.

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

A camper who experiences any of the listed conditions during the camp day, or is suspected of having a contagious or infectious disease, will be removed 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.





Leisure Services Parks and Facilities

- | | |
|--|---|
| 1. Administrative Offices
205 Old Commerce Road | 6. Dudley Park
100 Dudley Park Drive |
| 2. Athens Tennis Center
4460 Lexington Road | 7. East Athens Educational Dance Center
390 McKinley Drive |
| 3. Ben Burton Park
616 Mitchell Bridge Road | 8. Heard Park and Community Center
400 McKinley Drive |
| 4. Bishop Park
705 Sunset Drive | 9. Holland Youth Sports Complex
250 Vincent Drive |
| 5. Boulevard Woods Park
298 Barber Street | 10. Lay Park and Community Center
297 Hoyt Street |

- | | |
|--|--|
| 11. Lyndon House Arts Center
211 Hoyt Street | 17. Sandy Creek Nature Center
205 Old Commerce Road |
| 12. Memorial Park; Bear Hollow Zoo;
Quinn Hall • 293 Gran Ellen Drive | 18. Sandy Creek Park
400 Bob Holman Road |
| 13. Morton Theatre
195 W Washington Street | 19. Satterfield Park
3028 Cherokee Road |
| 14. North Oconee River Park
155 Willow Street & 290 MLK Pkwy | 20. Walker Park
200 Trail Creek Street |
| 15. Reese and Pope Park
375 Pope Street | 21. Southeast Clarke Park
4440 Lexington Road |
| 16. Rocksprings Park and Community
Center • 291 Henderson Extension | 22. World of Wonder Playground
325 Whit Davis Road |

Summer Day Camp Directory

Athens Creative Theatre
Terry Powell • 706-613-3628
East Athens Educational Dance Center
Nena Gilreath • 706-613-3624

Gymnastics - Bishop Park
Megan Williams • 706-613-3589
Lay Park
Kelly Thomas • 706-613-3596

Lyndon House Arts Center
William Stephanos • 706-613-3623
Memorial Park & Bear Hollow Zoo
John McKinney • 706-613-3580
Rocksprings Park
Marci Summer • 706-613-3602

Heard Park
Andiasean Johnson • 706-613-3593
Sandy Creek Nature Center
Randy Smith • 706-613-3615
Teens In Action
Hannah McFay • 706-613-3631

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 guardian. 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 guardian 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 they can safely self-administer the dosage.

Guardian is expected to deliver medication to the camp director, unless child is authorized by guardian and physician to carry the medication.

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

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 during scheduled program hours, the following procedures will be in effect:

- 911 will be called immediately.
- Guardian will be notified by phone number used during registration.
- Based on the professional decision of the medical unit, child may be transported to the closest medical facility for immediate care, or the medical unit may advise guardian or program 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 an authorized person picks them up.
- Program 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. Efforts will be made to contact guardian.



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.

Attendance & Tardiness

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

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

Refunds will not be issued for the program balance if a child is 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.



All campers will be checked-in at their cars. Guardians and campers are expected to stay in their vehicles until staff has arrived. Guardians should remain in the car and stay until the camper has been cleared by a staff member to enter camp. Exceptions to this procedure include all Mini Campers, and campers in Sports Camps and the Lyndon House Arts Camps, who should be escorted to the facility by their guardian. At pickup, guardians are to remain in their cars, and kids will be escorted to the vehicle.

Campers cannot be dropped off at the facility more than 15 minutes before the start of camp unless they are registered for a corresponding early drop off program

Guardians are expected to complete the sign-out procedures 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 guardian in the vehicle accompanying the child. The corporate policies of both Uber and Lyft prohibit drivers from transporting minors without guardian present.

Extended Care Services

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



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 a late fee was assessed or not, you may be asked to find an alternative program for your child, and no camp fee refunds will be given.

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 their camp activities which take place primarily inside or outside. If you are unsure if your child's clothing is acceptable for camp, please use their school's dress code as a guide. Sandals, flip-flops, heeled shoes, Crocs-type clogs, 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 is 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.



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 guardian 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 guardian 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.



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 their participation in the camp program.

Participants **Will**:

- Show respect and consideration for other campers and staff by following instructions and communicating positively.
- Respect equipment, facilities, personal belongings, and camp supplies.
- Participate in activities.
- Independently feed themselves, use the restroom and dress/change into swimsuits without assistance.

Participants **Will Not**:

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

