



BULLOCH COUNTY
recreation AND **parks**

SUMMER DAY CAMP PROGRAM

Parent Handbook

Programs Sponsored By:
Bulloch County Parks and Recreation Department
(912) 764-5637

www.bullochrec.com

Dear Parents:

WELCOME!!

The Bulloch County Recreation and Parks Department welcomes your child to our Summer Day Camp Program. We hope to offer a program that will promote a variety of activities that will contribute to the growth and development of your child's physical, socio-emotional, and mental characteristics.

Our Parks and Recreation staff have been working diligently to provide a well-rounded Summer Program that your child will remember in years to come. Activities will include fitness and sport activities, educational programs, crafts, recreational games, art-related programs, theme weeks, and much, much more! Special attention is being given to new activities that will enhance the day camp program for children that have been involved in our programs for up to five and six years!

This Parent Handbook outlines what you may expect from the Bulloch County Recreation and Parks Department program. We hope it will be helpful and we welcome your suggestions for future handbooks. You are welcome to visit our program at any time! Please do not hesitate to contact our department if you have any questions, concerns or if you would like more information. We "THANK YOU" for registering your child in our Summer Day Camp Program.

Sincerely,

Justin Smith

Program Supervisor

Table of Contents

Payment and Registration	Page 4
Financial Assistance	Page 5
Parental Consent	Page 5
Drop Off & Pick-up Policy	Page 6
Lunch	Page 6
Programming & Educational Activities	Page 6
Dress Code & Field Trip	Page 7
Medication	Page 8
Bathroom/Accident Policy	Page 8
Lost and Found Articles	Page 9
Personal Items at facilities	Page 9
Inclusion Policy	Page 10
Specialist Program	Page 10
Program Rules	Page 11
Discipline	Page 12
1 st -5 th Grade Behavior Chart	Page 13
PreK-K Grade Behavior Chart	Page 14
Accident and Illness	Page 15
Parental Involvement	Page 16
Grievance Procedures	Page 17
Important Contact Information	Page 17

REGISTRATION AND PAYMENT POLICIES

A registration form must be completed and returned by parent/guardian along with the registration fees before the child is able to participate in the Summer Program. Please notify a member of staff, in writing, if any changes in current registration information should occur. All camps meet weekly, Monday through Friday, beginning at 7:30am and conclude at 6:00pm daily.

Camp Cherokee is a traditional summer day camp for children who have completed Pre-K to 5th grades as of May 2022. During this camp, staff will provide the children with many engaging and enrichment activities while adhering to all local and state guidelines. This camp is held at four locations throughout Bulloch County.

Summer 2022 Camp Locations

Camp Cherokee Younger: Honey Bowen Building, 1 Max Lockwood Drive, Statesboro, GA.

Camp will be for grades PK – 1st

Camp Cherokee North: Mattie Lively Elementary School 204 Debbie Dr, Statesboro GA.

Camp will be for grades PK -5th

Camp Cherokee South: Brooklet Community Building, 416 Cromley Road, Brooklet GA.

Camp will be for grades PK -5th

Camp Cherokee Luetta Moore: Jones-Love Cultural Center 585 Martin Luther King Jr Dr

Statesboro, GA 30458. Camp will be grades 2nd -5th

PAYMENT POLICY

Registration fee and weekly fees are due at registration. If payment is not made by the end of the business day on Monday prior to the week of camp being paid for, the child will not be able to attend. This is due to this camp being a first come, first-serve basis and with children on the waiting list, we must be able to fill the spot in advance if your child will not attend. Payments can be made online, or in person at the Honey Bowen Building. (Checks only!) Be sure to enclose your child's information and the weeks you are paying for are correct. For your convenience, we accept credit cards and easy online payment.

NO payments can be made at the camp site. *We accept Visa/MasterCard/Discover/American Express/check/cash.

FEES

Registration fee: \$15 per child (one-time fee due at registration)

Weekly fee: Camp Cherokee- \$125/week

Pickup late fee: There will be a \$5 late fee every fifteen minutes for each child picked up after 6:00pm. Late fee will start at 6:05pm and will be count every 15 mins. afterwards

Financial Assistance Options:

All Parents are encouraged to contact The Department of Family and Child Services (DFCS) to acquire information regarding financial assistance. Working parents who need additional financial help may contact the Program Supervisor, Justin Smith, for information on payment options as well as additional information.



PARENTAL CONSENT- Rights & Responsibilities

The program informs children, youth, and their parents or legal guardians, prior to the disclosure of confidential or private information, about circumstances when the program may be legally or ethically permitted or required to release such information without their consent.

When signing up for the Summer Camp program, you must fill out the Registration form. By doing so you give consent to the following:

We/ I, parent(s) of the participant, give approval to participate in any and all activities during the Summer Camp program. We/I do hereby waive, release, absolve indemnity, and agree to hold harmless the organizers, sponsors, supervisors, participants, and persons involved, in the event of injury to our/my participant during the program for claims arising out of an injury by participating during the program. We/I will be responsible for our/my participant's abusive actions.

We/I further agree to read and maintain the copy of the parent handbook which contains my rights & responsibilities.

We/I further agree to provide the BCRPD name placard when picking up my child.

We/I will be responsible for some type of medical insurance coverage, as it is a Bulloch County Parks and Recreation Department requirement. We/I further grant the BCRPD the unencumbered right to make promotional use of any pictures taken of the registrant while a participant is in the program.

We/I will be responsible for my child/participant complying with the discipline policies and procedures for the BCRPD's Summer Camp program. We/I understand that if my child/participant does not follow these guidelines, an immediate dismissal may result.

SUMMER DAY CAMP PROGRAM INFORMATION

Camp Drop off: We will offer “drop off” in the mornings. We will have staff greeting children outside starting at 7:30 am.

Pick-Up Policy: Scan cards will be required – Each household will have two scan cards! During pickup, please have your cards visible for the site manager to scan. Site manager will call for child to come to from their group and sign them out.

The site manager will sign your child IN and OUT each day. We rely on the computer system to give us an accurate number of daily participants, which we use throughout the day.

STAFF/CHILD RATIO: For every 10 children in our program, we are expected to have one staff available. The group size may vary from day to day. Children will be supervised at all times!

MEALS: Lunch will be provided daily by Second Harvest. If your child wishes not to participate, please send a lunch.

PROGRAMMING AND ACTIVITIES: Campers will complete all games and activities with their camp group. Campers may not switch groups throughout the day. Additional Activities include art, science, games, reading, centers – younger children (blocks, legos, coloring, dress up, dramatic play, etc.), playground activities, music, fitness, etc. Activities are based on weekly themes that are developed by the camp staff. We are a recreation-based program, and we will have a variety of activities for both inside and outside. Parents are encouraged to sunscreen their child daily – since we will be outside during different times of the day.

- Checkout this web site for some great labels to put on your child’s belongings:
www.statesborobulloch.mabel.ca/

Campers are required to bring a water bottle... often when they are outside – they like to have a lot of water – this would allow them easy access!

EDUCATIONAL ACTIVITIES: We will offer several educational activities throughout the summer. We believe this may help our children to maintain a quality learning experience throughout the year. We don’t inundate them with this – but we do offer some activities that will keep them on track, for example: activity sheets, board games, videos, clubs, etc. Please let us know if your child has any disability that would hinder their participation in this type of activity.

Rest Time: PreK & Kindergarten groups will have a rest time each day. Please send a mat/blanket/pillow if you have one. You may keep these at camp each week – but we encourage you to take it home on Fridays to be washed! Please remember to put names on **all** items.

DRESS CODE: Personal appearance, appropriate dress, proper behavior, and cleanliness are vital to each member of our community. Please make sure your child is dressed appropriately for the planned activities.

1. Comfortable clothing (i.e., t-shirts, shorts, and pants) is necessary for daily activities. Please consider that shorts may need to be worn under dresses for play.
2. Sandals or flip-flops are **not** recommended. Tennis Shoes are encouraged for safety. We experience many accidents during gym time with children not wearing appropriate shoes.
3. Clothing shall be free of words, slogans or pictures which advertise drugs, alcohol, or sex, or which contain vulgar or offensive writing, racial slurs, suggestive pictures, or emblems of which refer to membership in gangs.

FIELD TRIP INFORMATION:

Weekly field trips will be planned in advance. Field trip money will be due a week in advance by the Monday prior to the week your child attends camp (this is the same day the weekly payment is due). Please be timely with payments. This is to ensure the number of children attending the field trip does not change once payment has been completed. Children will be transported in department vehicles (15passanger vans/buses) or BOE school buses. The staff driving department vehicles have attended a bus safety training prior to transporting children. **No refunds will be given for missed field trips. Parents must give notice the week prior to the field trip for refunds. If tickets must be pre-purchased for special trips—NO REFUNDS will be given after the purchase deadline.**

Please have your child at camp on time for field trips as we will have scheduled leave times for each field trip!

Field Trip Days:

Tuesday: *South (Brooklet)*

Wednesday: *North (Mattie Lively)*

Thursday: *Younger (Honey Bowen)*

Friday: *Luetta Moore (Luetta Moore Park)*

MEDICATION: Prescription medications will be given by Parks and Recreation staff only when the medication is prescribed, ordered by a physician, and the following guidelines are followed:

1. Parks and Recreation staff may only administer prescription medicines when the parent completes and signs the medication form, which is available from the site coordinator. This form will designate the child's name and address, the type of medication, the dosage(s), and the time(s) to be administered.
2. All medication must be presented to the Site Manager or Coordinator in a prescription labeled bottle that will include the child's name, date, instructions for administering, name of drug, and name of issuing physician.

Non-prescription medicine will be given only for a short-term duration (less than two weeks) and only when it is in the original container and accompanied by a completed and signed medication form.

COMMUNICABLE DISEASES:

Exposure to many contagious diseases is a normal part of childhood. Children are susceptible to infections from bacteria, viruses, and other organisms. To prevent the transmission of infections, group child-care settings institute universal hygienic precautions and have exclusion policies.

Parents should notify the staff and/or director if their child has been exposed to or diagnosed with a contagious disease or has traveled outside of the country. All families enrolled in the program will be notified if their child has been exposed to a contagious illness. If notified to pick-up his/her child, the parent or parent designee **MUST** pick up the child within 30 minutes.

It is the policy of SBCPRD to evaluate the condition of any child entering the After School Program to screen each child for obvious signs of illness or health related problems before accepting them into the program. IF service is denied, certain criteria must be met prior to allowing the child to be re-admitted to the program; All CDC/state guidelines will be followed.

BATHROOM/ACCIDENT POLICY:

Due to the nature of our exemption from State licensing for School Aged Children from Georgia Bright from the Start, all children must be potty trained before being allowed to participate in any BCRPD Childcare programs. This includes Afterschool and Summer Camp. The BCRPD is not a daycare and does not have the proper diapering facilities or laundry to accommodate children who are not potty trained. If an accident occurs, parents will be contacted to come to the camp site to clean and change the child.

LOST AND FOUND ARTICLES:

Articles lost during the Day Camp Program are placed in the camp's lost and found. Any article marked with a child's name is immediately returned to the child's room. All jackets, clothing, lunch boxes, etc. should be plainly marked with the name of the child. If your child loses an item, encourage him or her to check the lost and found. Any unlabeled item that is left by the end of the summer will be donated to a local charity. Parks and Recreation staff are not responsible for lost, damaged, or stolen personal articles. Children are to be responsible for their own possessions.

PERSONAL ITEMS AT FACILITIES:

Parks and Recreation staff is not responsible for lost, damaged, or stolen personal articles or money belonging to the participants; therefore, children should not bring toys, electronic games, radios, tape players, CD players, expensive clothing, **cell phones**, etc. to the facility.

All personal belongings, including clothing, lunch boxes, etc., should be labeled with your child's name. Please do not allow your child to wear expensive clothing and/or sneakers where they may leave them around the camp. Parents are asked not to send money with their child to the Summer Program.

- **GUM AND CANDY ARE NOT ALLOWED!** Gum and candy are not allowed, especially in the carpeted gym area. (The only exception is when gum and candy are being used as part of an activity and in such cases the staff will supply such items.)

Human Subject Research Policy: Bulloch County Recreation & Parks will often ask parents for permission to track data for grant purposes. All research is conducted in accordance with applicable legal requirements. Parents have the right to review and approve or deny the use of their child's data without penalty. Consent information is listed on the form filled out at registration. All data is kept confidential and will be destroyed once recorded and analyzed for reporting requirements. Also, Georgia Southern University students conduct research using the participants in our program. All information will be submitted anonymously to protect the participants' identity and confidentiality. Prior to the research, a form will be given out which includes the nature and purpose of the research, and any possible risks or discomfort.

INCLUSION POLICY

BCRPD staff does not discriminate against any child. It is understood that each child brings his/her own uniqueness to the program. All children are welcomed to our program. If your child has special needs, please note that on the child's information sheet. We offer specialist counselors who provide 1-on-1 or 1-on-2 care for children with disabilities. For more information contact our Specialist Supervisor **Ashley Stringer** at (912) 489-9059.



Reporting Suspected Child Abuse

If child abuse is witnessed, staff are required by law to make a report as soon as possible to a child welfare agency so that protective services may be arranged. If this is not an option at the time, contact the authorities. If staff suspect abuse of any kind as a mandated reported, they can call 1-855-422-4453 at any time.

Specialist Program

The specialist program offers an inclusive, structured Summer Camp program for **children with disabilities**. The participants enjoy arts, crafts, music, field trips, games, and other activities that will encourage and enhance their development. The “Specialists” staff will provide individualized care for each child base upon their needs and make necessary adaptations to ensure all children have the opportunity to engage in activities.

Fees/charges and program policies are the same as the Camp program. *Parents are responsible for informing the program supervisor of days when the child will not attend.* If you have any questions or feel that your child could benefit from this program, please contact **Ashley Stringer** at (912)-489-9059 or ashley.stringer@bullochrec.com

SPECIALIST AND MEDICATIONS:

If a child is prescribed medication, he or she must be taking it to attend the Summer Camp. Please notify our Specialist Supervisor, regarding any changes in medication. Modifications to medicines resulting in behavior changes or staff's inability to redirect inappropriate behaviors as a result of medication change may require a temporary absence from the program until the child is approved to return.

PROGRAM RULES

- Follow all directions given by staff.
- Respect the rights and privacy of others.
- Stay in the assigned areas.
- Show respect for all property and equipment.
- Always use appropriate language.
- Walk in only the appropriate areas determined by the staff.
- Follow specific rules for certain areas as designated.
- Use the restrooms appropriately.
- Clean up area after eating and place trash in the designated containers.
- Speak in soft voices.
- Do not throw rocks or other harmful objects.
- No fighting or bullying other children.

For violation of rules or for other sufficient reasons, the children will be disciplined as follows:

First Offense: A discussion will take place between the child and the activity leader alerting the child of the unacceptable behavior and giving corrective advice.

Second Offense: A discussion will take place with the child, the activity leader and the Site Manager or Coordinator. A consequence may also take place, such as “time out” or removal from an activity. Parents will be notified of this action.

Third Offense: The child will receive a discipline report. Parents will be notified. Three offenses will result in expulsion from the program for the remainder of the summer.

Please note that steps may be skipped if the offense (i.e., fighting, stealing, continuous use of vulgar language, leaving assigned area, physical or verbal violence, etc.) warrants that decision. Parents may be contacted and asked to pick up their child if a child’s behavior becomes intolerable.

Because the Summer Day Camp program is held in a school setting, our rules coincide with the rules of the school. All rules are established for the safety of your child, other children, staff, and the school building.

DISCIPLINE

The BCRPD staff’s goal is to establish an atmosphere throughout the site where children feel safe, secure, and happy while participating in planned activities. In an effort to accomplish this goal, each site will have a discipline plan, which will specify the rules that determine expected behavior from all children.

Discipline is a joint effort on the part of the staff and child, with the assistance and support of the parents.

****Threats directed at staff or participants will not be tolerated!*

At no time, should a parent attempt to approach a child (that is not their own) and attempt to discipline or discuss any situation that may have occurred. Parents must confer with the site coordinator/site manager or program supervisor about any concerns they have regarding other children.

Below you can review the behavior charts that are used throughout the camp.

1st – 5th Grade Summer Camp Aggressive Behavior Consequence Form

Behavior	First Time	Second Time	Third Time	Fourth Time	Fifth Time
Teasing/Verbal (Name calling, teasing ultimatums, exclusion, insulting). Any behavior that causes someone to feel bad about themselves.	-10 think about it time -Report in file talk to parent -*Removal -1 st grade gets one warning in file Date: _____ Staff: _____	-15 think about it -Report in file talk to parent -*Removal Date: _____ Staff: _____	-20 think about it time -Written report to parent -Can't return to activity -*Removal, report in file Date: _____ Staff: _____	-30 minutes think about it time -Written report to parent -Call to parent -*Removal -Can't return to activity Date: _____ Staff: _____	-One day mov. restrict -Meeting with parent only -Discuss next steps counseling -Suspension, term, cc plan, written report Date: _____ Staff: _____
Hitting/Aggression (Pushing, slapping, spitting, grabbing, throwing, pinching, spitting, twisting skin). Any behavior that has potential to cause or has caused physical harm.	-Teacher written report in file -Talk to parent -10 think about it time -1 st grade gets one warning in file Date: _____ Staff: _____	-Written report to parent -15 think about it time -*Removal -Can't return to activity Date: _____ Staff: _____	-Written report to parent -Call to parent -30 think about it time -*Removal -Can't return to activity Date: _____ Staff: _____	-Written report to parent & call -One day in-house movement restrict. -*Removal -Can't return to activity Date: _____ Staff: _____	-Call to parent -1 day suspension -meeting with parent only, discuss next steps counseling, suspension, term, cc plan, written report Date: _____ Staff: _____
Severe Hitting (Punching, kicking, tripping, hitting with object, choking, biting). Any behavior that most likely could or has caused physical harm.	-15 think about it time -Written report to parent -*Removal -Can't return to activity Date: _____ Staff: _____	-30 think about it time -Written report to parent -*Removal -Can't return to activity Date: _____ Staff: _____	-One day in-house movement restriction, written report & call to parent -*Removal -Meeting with parent and child to discuss next steps -Counseling, suspension, termination Date: _____ Staff: _____	-Call to parent written report to parent -*Removal out of program 1 day suspension -Meeting with parent only to discuss termination & plan for another child care Date: _____ Staff: _____	
Harassment (Racial, ethnic, sexual name-calling or other severe harassment).	Date: _____ Staff: _____	Date: _____ Staff: _____	Date: _____ Staff: _____	Date: _____ Staff: _____	

Pre-K and Kindergarten Summer Camp Aggressive Behavior Consequence Form

Behavior Teasing/Verbal (Name calling, teasing ultimatums, exclusion, insulting). Any behavior that causes someone to feel bad about themselves.	Warning -Sent to Site Manager/Coordinator -Explanation of wrong behavior -explanation of how rubric/think about it page will work -half sheet to parents Date: _____ Staff: _____	First Time -5 think about it time -Report in file talk to parent -*Removal -1 st grade gets one warning in file Date: _____ Staff: _____	Second Time -10 think about it -Report in file talk to parent -*Removal Date: _____ Staff: _____	Third Time -15 think about it time -Written report to parent -Can't return to activity -*Removal, report in file Date: _____ Staff: _____	Fourth Time -20 minutes think about it time -Written report to parent -Call to parent -*Removal -Can't return to activity Date: _____ Staff: _____	Fifth Time -One day mov. restrict -Meeting with parent only -Discuss next steps counseling -Suspension, term, cc plan, written report Date: _____ Staff: _____
Hitting/Aggression (Pushing, slapping, spitting, grabbing, throwing, pinching, spitting, twisting skin). Any behavior that has potential to cause or has caused physical harm.	-Sent to Site Manager/Coordinator -Explanation of wrong behavior -explanation of how rubric/think about it page will work -half sheet to parents Date: _____ Staff: _____	-Teacher written report in file -Talk to parent -5 think about it time -1 st grade gets one warning in file Date: _____ Staff: _____	-Written report to parent -10 think about it time -*Removal -Can't return to activity Date: _____ Staff: _____	-Written report to parent -Call to parent -15 think about it time -*Removal -Can't return to activity Date: _____ Staff: _____	-Written report to parent & call -One day in-house movement restrict. -*Removal -Can't return to activity Date: _____ Staff: _____	-Call to parent -1 day suspension -meeting with parent only, discuss next steps counseling, suspension, term, cc plan, written report Date: _____ Staff: _____
Severe Hitting (Punching, kicking, tripping, hitting with object, choking, biting). Any behavior that most likely could or has caused physical harm. Harassment (Racial, ethnic, sexual name-calling or other severe harassment).	-Sent to Site Manager/Coordinator -Explanation of wrong behavior -explanation of how rubric/think about it page will work -half sheet to parents Date: _____ Staff: _____	-10 think about it time -Written report to parent -*Removal -Can't return to activity Date: _____ Staff: _____	-15 think about it time -Written report to parent -*Removal -Can't return to activity Date: _____ Staff: _____	-One day in-house movement restriction, written report & call to parent -*Removal -Meeting with parent and child to discuss next steps -Counseling, suspension, termination Date: _____ Staff: _____	-Call to parent written report to parent -*Removal out of program 1 day suspension -Meeting with parent only to discuss termination & plan for another childcare Date: _____ Staff: _____	



ACCIDENT AND ILLNESS: If a child is injured at one of our facilities, first aid will be administered as quickly as possible. Parents will then be contacted in those cases which are serious enough to warrant communication. If the staff is unable to reach the parent, the emergency phone numbers (provided by the parent) will be called in an effort to find someone to come for the child. **If an emergency occurs and parents/the emergency contact person cannot be reached, 911 will be called and parent will be responsible for any ambulance/hospital fees.**

If a child shows signs of illness, he or she should not be sent to the Summer Camp Program. When a child becomes ill at the facility, the parent/guardian will be notified of this illness. **No refunds or credits will be given for missed days.** Please see the following policies on certain illnesses:

- **Fever**

If 100° or above, a parent will be called, and the participant will be sent home.

- **Ring Worm**

Must be covered and treated in order for the child to participate

- **Chicken Pox**

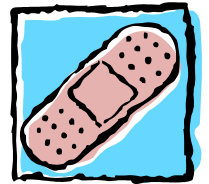
Scabs must be dry before returning to activity.

- **Head Lice**

No live lice may be present and there must also be proof of treatment.

- **Poison Ivy**

Must be treated and covered to participate



Parental Involvement

Ways in which parents can be involved with the program: A parent orientation is held before the day camp program begins on May 5, 2022, 6pm at the Honey Bowen Building. This is a great way to learn what to expect for the summer. Parents are also encouraged to get to know the staff that works with your child. Family and staff communication is very important. Many questions or concerns that you might have can be handled through the Site Coordinator or the Site Manager.

Ways in which parents can be involved at home: Parents are encouraged to take time at home to interact with their children. Some suggestions may be to read to your child, play games, share talents, or even discuss what impact the day camp program is having on your child. This communication will help connect your child to our program, so that staff and parents can work together to create the best learning environment for your child.

Inappropriate behavior or harassment of any kind towards a student, parent, or staff member will result in immediate intervention up to and including the family's expulsion from the program and/or police involvement. This type of behavior includes, but is not limited to harassment or intimidation verbally, by written note, email, gestures and/or body language.

All new parents are required to come attend or watch the family orientation at the beginning of the summer. The parent handbook is available online and every week parents are given information on our program. This information encourages parents to participate in our program. Stay updated with parent information.

Some suggestions for involving families in our program:

- Newsletters are sent weekly.
- Orientations are prepared for parents.
- Parent surveys are given out for feedback on our program.
- We encourage parents to read to the children.

Ways to Have Input: There are several ways in which parents have input into our program. Each year, you will receive a survey to which we will ask questions about your thoughts on our program. We ask that you take time to give these questions some thought. At any time in which you feel you have input to put forth to our program, you may contact the Program Supervisor, Justin Smith.

QUESTIONS, COMMENTS, CONCERNS, OR GRIEVANCES

If you have any questions, comments, concerns, or grievances about your child or staff in the program, please contact the Site Manager at your child's camp. The Site Manager will be available during program hours, Monday through Friday for questions or concerns regarding your child. All other questions, comments, or concerns (payments, attendance, etc.) should be forwarded to the Program Supervisor, Justin Smith. Please know that any concerns or grievances can be made without interference or retaliation. It is the intent of the program to keep these matters confidential, involving only those directly involved in the grievance.

IMPORTANT NUMBERS AND EMAIL ADDRESSES

Camp Cherokee North	(912) 486-3039
Camp Cherokee Younger	(912) 687-1912
Camp Cherokee Luetta Moore	(912) 486-3032
Camp Cherokee South	(912) 842-4243
Justin Smith	(912) 489-9056
justin.smith@bullochrec.com	