



**BULLOCH COUNTY**  
**recreation** AND **parks**

# **SUMMER DAY CAMP PROGRAM**

# **Parent Handbook**

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

[www.bullochrec.com](http://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 Recreation and Parks 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. 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

## **Our Mission Statement:**

Summer Camp strives to meet the social, emotional, and recreational needs of children, as well as to plan creative, age-appropriate activities that facilitate the developmental needs of children.

## **The BCR&P childcare programs will:**

- Offer activities that will promote self-esteem, confidence, and responsibility.
- Encourage children's individual interests in creativity and develop decision – making skills by permitting freedom of choice within set limits.
- Provide children with a secure environment staffed by warm, friendly caregivers.
- Offer a nutritional daily snack.

**The Bulloch County Recreation and Parks Department does not discriminate based on race, color, national origin, sex, religion, age, and disability in employment or the provisions of services!**

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## 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 the current registration information should occur. All camps meet weekly, Monday through Friday, beginning at 7:30am and conclude at 6:00pm daily.

BCRP Summer Camp is a traditional summer day camp for children who have completed Pre-K to 5<sup>th</sup> grade as of May 2025. 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 Camp Locations

**Mill Creek Elementary School:** 239 Beasley Rd, Statesboro, GA 30461 Camp will be for grades PK – 1<sup>st</sup>.

**Fletcher:** Fletcher Park, 707 North Main Street Statesboro, GA 30458. The camp will be for PK – 1st.

**Brooklet:** Brooklet Community Building, 416 Cromley Road, Brooklet GA. Camp will be for grades PK -5<sup>th</sup>.

**Luetta Moore:** Jones-Love Cultural Center 585 Martin Luther King Jr Dr Statesboro, GA 30458. Camp will be grades PK -5<sup>th</sup>.

## PAYMENT POLICY

Registration fee and weekly deposit are due at registration. The remaining balance for the weekly fees are **due on the Monday prior to the week of camp attending**. 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 be removed that week's roster. Our camp spots are on a first come, first-serve basis. We will have children on the waiting list, so we must be able to fill the spot in advance if your child will not be attending. Payments can be made online, or in person at the Honey Bowen Building. 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 + \$25 weekly deposit = \$150/week)**

**Late Pickup 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 Early Care and Learning (DECAL) 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. Call: 404-656-5957



## **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 with a Brightwheel code when picking up my child.

We/I will be responsible for some type of medical insurance coverage, as it is a Bulloch County Recreation and Parks 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:** Parents can begin dropping off children in the mornings. We will have the site coordinator and other staff outside to escort children inside 7:30 am-8:30am. Children can arrive at any time between 7:30am-1pm, but we ask that you call the camp number posted on the door if no one is at the entrance to check in your child. This will occur outside of the normal morning times. (after 9am). Camp Drop Off times ends at 1pm each day.

### **Pick-Up Policy:**

Children in any program may only be picked up by a parent or legal guardian, or by a person authorized in writing by a parent or legal guardian on the child's information form. It is our policy to release a child to either parent unless we are otherwise informed by a parent or legal guardian on the child's information form or by a subsequent written instruction. The parent or legal guardian requesting that one or both parents not be allowed to pick up the child must provide (i) a written explanation justifying the request; and (ii) a certified copy of a legal document supporting the request (e.g., a court order, divorce decree, restraining order, etc.). Also, if a child was born out of wedlock and the parents did not subsequently marry, we must honor the mother's written request that the father not be allowed to pick up the child unless the father can provide a certified copy of a court order that grants the father custody or applicable visitation rights. (Please note that an "Acknowledgment of Legitimation" signed by the parents pursuant to Section 19-7-21.1 of the Official Code of Georgia Annotated will not be sufficient for the purpose of showing that the father has custody or applicable visitation rights.)

**PLEASE BE ADVISED THAT IF THERE ARE ONGOING CUSTODY ISSUES THAT CAUSE SIGNIFICANT DISRUPTION, DIFFICULTY, OR HARASSMENT OF OUR STAFF, YOUR CHILD MAY BE REMOVED FROM THE PROGRAM.**

**PICK-UP POLICY CONT'D:** Children will only be released to a parent, legal guardian, or other authorized person listed on the child's information form. Notice of temporary or permanent changes must be made in writing. Parents or any other persons who will be picking up the child are required to show the "child pick-up card" or a photo ID in order to leave the site with the child. Person's unknown by the staff will be asked for identification. Parents or other authorized persons are required to sign the child out daily. To ensure safety in our program, and in accordance with Bulloch County Board of Education policy, parents must wait at the designated pick-up area when signing out their child. Please make sure to turn your car off when picking up your child. Also, remember to slow down when entering or leaving the school premises. There are no pets permitted in any of our program's facilities. Please do not bring pets into our program when picking up your child.

**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!

**LUNCH:** Parents will be in charge of providing lunch for their child daily. Please do not bring and microwaveable lunch items.

**SNACK:**

Snack will be provided by the camp site. Participants may bring their own snack but should NOT bring candy to the program.

**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, 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.

**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.



**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 and socks 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 by the day of the field trip. All payments must be made online. 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 (14 passenger vans or buses) or BOE school buses. The staff driving department vehicles have attended 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.**

**Fun Day (Splash in the Boro & Field Trip)** Each campsite will have a weekly designated Fun Day. Splash in the Boro trips and separate field trips will occur on this day. Every campsite will swim at least once per week! Splash in the Boro trips will alter between 9:30-12:00pm and 1:30-4:00pm depending on Field Trip times. Fieldtrips will alter between 9:30-12:00pm and 1:30-4:00pm. Parents are welcome on all field trips and Splash trips yet must provide their transportation, cost of admission, and must pick up their child at camp after the trip. Splash is included in the weekly fee. **Field Trip cost is separate from weekly fee.** Please have your child at camp on time for field trips as we will have scheduled leave times for each field trip! Pickup from field trip will only be allowed in case of an emergency or will at least 24 hour notice before the field trip to ensure the child brings belongs with them.

**Fun Days: Mon: *Site 5*, Tues: *Fletcher*, Wed: *Brooklet*, Thurs: *Mill Creek***  
**Fri: Luetta Moore**

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

1. Recreation and Parks 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.

**CHANGE IN MEDICATION:**

If a child is prescribed medication, he or she must be taking it to attend the program. Please notify us immediately 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.

**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 BCPRD 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.

### **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 bookbag. 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. Recreation and Parks staff are not responsible for lost, damaged, or stolen personal articles. Children are to be responsible for their own possessions.

### **PERSONAL ITEMS AT FACILITIES:**

Recreation and Parks 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 unless for the use of snow cones.

- **GUM AND CANDY ARE NOT ALLOWED!** Gum and candy are not allowed, especially in the carpeted rooms. (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. This must be signed by the participant and the parent prior to the child participating in the research. If you and your child choose not to participate in the research, there will not be any penalties. All research will be conducted in accordance with applicable legal requirements.

### **PARENT BEHAVIOR EXPECTATIONS:**

- With children: 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.
- With Staff: Parents should respect the staff – and have positive communication at all times. Any threatening tone will not be tolerated and could be subject to staff calling 911

immediately. If staff feel unsafe when communicating with a parent, they will call for help. No parent should threaten a staff person's employment, curse, or question their request for proper ID when picking up a child.

**PARTICIPANT BEHAVIOR EXPECTATIONS AND CONSEQUENCES:**

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. Because the after-school program is held in a school setting, our rules coincide with the rules of the school. Please keep in mind that all rules are established for the safety of your child, other children, staff and the school's property. Each site will have a behavior 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.

***Bulloch County Recreation and Parks Department has the right to remove a child from our program for negative behaviors from parents; or a specific parent may not be allowed to pick up on site and have any contact with staff. Please be sure to communicate any issues with our Program Supervisor to avoid negative interactions on site in the childcare setting.***

***\*\*\*Threats by children or parents directed at staff or participants will not be tolerated! \*\*\****

## INCLUSION POLICY

BCRPD staff does not discriminate against any child. It is understood that each child brings his/her own uniqueness to the program. Each child will be included unless there is a certain disability that the staff is unaware of. If your child has special needs, please note that on the child's information sheet. We offer specialist staff who provide individualized care for children with disabilities. Due to spacing and the inclusive nature of this program, children requiring seclusion may not be eligible. For more information contact our Specialist Supervisor. (912) 489-9059.



## Reporting Suspected Child Abuse

If child abuse is witnessed or reported to staff, 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 can 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 **our Specialist Supervisor** at (912)-489-9059.

## **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 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 discipline plans, 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.*



### **EMERGENCY CLOSING :**

Summer Camp is subject to be closed due to inclement weather (rain, hurricane, tornado, etc.) If an emergency closing happens during Summer Camp, all parents will be contacted to pick up their child immediately.

**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 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 parents 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 credit 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**

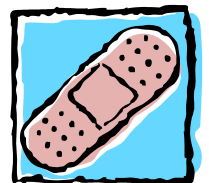
Scabs must be dry before returning to activity.

- **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



### **POTTY TRAINED/Bathroom accidents:**

Our Program does not have the proper diapering facilities or laundry to accommodate children who are not potty trained or that have accidents. If a bathroom accident occurs, the parent will be contacted to come and bring child changing clothes or pick them up. It is required that all children in our programs be potty trained. However, we understand that accidents happen, please consider packing changing clothes with child if needed. If potty issue becomes a constant occurrence it can result in removal from program.

# Parental Involvement

***Ways in which parents can be involved with the program:*** A parent orientation is held before the day camp program begins in May 2025, 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 their 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 Mill Creek	(912)243-1755
Camp Cherokee Fletcher	(912) 486-3032
Camp Cherokee Luetta Moore	(912) 687-1912
Camp Cherokee South	(912) 360-9575
Justin Smith <a href="mailto:justin.smith@bullochrec.com">justin.smith@bullochrec.com</a>	(912) 489-9056
Tiffany Burgess <a href="mailto:tburgess@bullochrec.com">tburgess@bullochrec.com</a>	(912) 489-9059
Administrative Office	(912) 764-5637
Joy Deal <a href="mailto:jdeal@bullochrec.com">jdeal@bullochrec.com</a>	(912) 489-9058