

2020 GPRA Day Camp Parent Handbook



Gainesville Parks & Recreation

(770) 531-2680; www.gainesville.org/recreation

Summer Fun in the City 2020

Discovery Day Camps



Discovery Camp Sample Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-9:00AM	PRE-CAMP	PRE-CAMP	PRE-CAMP	PRE-CAMP	PRE-CAMP
9:00-9:30AM	ASSEMBLY	ASSEMBLY	ASSEMBLY	ASSEMBLY	ASSEMBLY
9:30-10:15AM	INTRODUCTIONS				
10:15-11:00AM	CLUBS	CAMP ACTIVITIES	CLUBS/ CAMPACTIVITIES	CAMP ACTIVITIES/ Weekly Chal- lenge	Local Park Visit
11:00-11:45AM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:45AM-3:00PM	CAMP ACTIVITIES	CAMP ACTIVITIES	CAMP ACTIVITIES	CAMP ACTIVITIES	Local Park Visit
2:45pm-3:50 pm	Group Games	Group Games	Group Games	Group Games	Group Games
4:00-5:30PM	POST-CAMP	POST-CAMP	POST-CAMP	POST-CAMP	POST-CAMP

CAMP ACTIVITIES INCLUDE ROTATIONS OF THE FOLLOWING:
 ARTS & CRAFTS, OUTDOOR SKILLS, ENVIRONMENTAL EDUCATION, PHYSICAL
 EDUCATION, PERFORMING ARTS, CHARACTER DEVELOPMENT, TEAM
 BUILDING, GROUP GAMES, & PLAYGROUND & GYM TIME.

Age Requirements



Age requirements for Day and Travel camps: Ages 6 - 12

****Campers MUST be within the age range before the camp SESSION begins. Age requirements and restrictions are for reasons of legal liabilities and state licensing purposes and are NOT negotiable.**

For example, a 5 year old whose 6th birthday is June 29th:
Could begin attending camp the week of June 29th but not before.

If a camper turns 13 during the Discovery Day Camp, they will still be allowed to attend the remaining weeks of the summer.

If you child is 13 before the summer begins they may become a Counselor in Training.

**There will be NO exceptions made to age requirements.
New participants of our programs must provide a birth certificate to verify age.**

Camp Fees & Discounts

DISCOVERY DAY CAMP (5 WEEKS):

\$120 weekly non-resident fee & \$90 weekly resident fee

Pro-rated Fee (Week of 4th of July) \$100 weekly non-resident fee & \$75 weekly resident fee.

Sibling Discount—Parents pay full price for the first child and other siblings receive \$7 off. Discount is in effect until the close of the business day Friday before camp session begins.

Combining Discounts— **IS** allowed. Staff Discount may not be combined with any discounts.

Discount Disclaimer—Refunds and discounts do **NOT** apply to anyone receiving financial assistance (DFCS, CAPF, etc...) or making a late payment anytime after 5pm on Fridays.

Late Fee: Additional \$15 when a parent registers their child in person Monday morning the week of camp or after. A late fee of \$15 will be charged per camper in addition to regular registration. Discounts are not applicable to late registration.

DISCOVERY DAY CAMP LOCATIONS:

Quest Discovery Day Camp- Fair Street Neighborhood Center

Splash Discovery Day Camp- Frances Meadows Aquatic Center

Outdoor Discovery Day Camp- Lanier Point

Nature Discovery Day Camp- Linwood Nature Preserve

Play Discovery Day Camp- Martha Hope Cabin



Registration & Payment

Registration starts: June 1

Registration Options:



1. **In person:** Come to the Recreation Office located in the Gainesville Civic Center; 830 Green Street, NE; Gainesville, GA 30501. Office hours are 8:00 a.m. to 5:00 p.m.; Monday - Friday. Or register at the Frances Meadows Aquatic and Community Center; 1545 Community Way, Gainesville, GA 30501; Between 6:00am-5:00pm; Monday-Friday
2. **By fax:** Call (770) 531-2681 with a Visa, MasterCard, or debit card payment.
3. **By phone:** Call (770) 531-2680 with a Visa, MasterCard or debit card payment. This option can NOT be used to establish initial enrollment in camp but may be used to enroll in additional future camp sessions.

Information you **MUST** provide when you enroll your child with above options:

1. Birth Certificate (New participants only)
 2. Current school picture (to be kept in child's folder)
 3. Names, addresses, phone numbers for four (4) people authorized to pick up your child
 4. Three (3) emergency contacts and their phone numbers
 5. Pediatrician's name, address & phone number
 6. Both Parents/Guardians home and work phone numbers and addresses
 7. Detailed information about any prescribed medication that your child may be taking.
 8. Payment OR letter from DFCS (if applicable).
5. **Online:** Go to www.gainesville.org/recreation and click on the online registration button. A completed registration packet with vital information for your child's well being must be returned before your child begins camp. This packet is required only once during the 2020 summer season. A recent photo and birth certificate must also be on file. This packet may be downloaded for your convenience under the green navigation bar of our home page (Recreation> Programs> Camps). You may also pick up a copy at our office or call to have one mailed or faxed to you. Remember the registration packet is due only once but you must re-register (pay for) your child for every session that he or she will attend.

Additional Payment Information



When you enroll your child you **MUST** pay for the first session of camp. After camp has started, payments are due by 5:00pm at the Gainesville Civic Center or FMACC, or midnight online, on the Friday before the upcoming session. Payments made after this time will be charged a \$15 late fee per child as space allows. Payments can be made either in person at the Civic Center in the Recreation Office, FMACC, online or by mail.

Absolutely NO payment will be accepted at any camp site.

Methods of Payment

WE ARE ONLY ACCEPTING CARDS ONLY- Mastercard, Visa, AMEX, Discover. NO CASH. NO CHECKS.

Minimum/Maximum numbers allowed at each camp location: 10/17
(Nature Discover Day Camp: 10/14)

Spaces are not held without payment!

Spaces fill up quickly! Camp spaces do sell out when maximums are met. Register in advance to guarantee your child's space for the whole summer.

Financial Responsibility

We do not intercede with separated or divorced parents for payments. The parent who enrolls the child in camp is expected to pay for care. Financial responsibility for the care of a minor child outlined in separation or divorce agreements is independent of office policy and management.

Not making payment in advance

If you bring your child(ren) to camp on a Monday and have NOT paid for that session, your child(ren) will NOT be allowed to stay at camp. You will have to go to the Gainesville Parks and Recreation Office to make your payment (if camp spaces have not sold out) and then bring your child(ren) back to camp once you have paid for that session. You will need to provide a receipt of payment upon returning to camp. You will be charged a \$15 late fee per child per week. No other discounts will apply for late registrations.

Financial Aid Assistance

If you are in need of financial aid assistance to pay for the expense of day camp or travel camp, please contact the following:

Children At Play Fund (CAPF):

Janice Teems
Financial Coordinator
Gainesville Parks & Recreation
770-297-5445
jteems@gainesvillega.gov



About Us...

Gainesville Parks and Recreation:

The Agency was created by the "Special Election of 1924" and is the 2nd oldest parks and recreation agency in the state. GPRRA first sought National Accreditation in 1999 by the Commission for Accreditation of Parks and Recreation Agencies. GPRRA was then granted National Accreditation in 2000 and was the 25th agency in the nation to earn this designation. Currently GPRRA is one of only five agencies in the state and one of 78 in the nation to achieve this status. GPRRA was re-accredited by CAPRA in the summer of 2005, 2010 and 2015. GPRRA is proud to be one of the only agencies in the nation that has met each of the 153 certification standards three times. GPRRA is also proud to be the Agency of the Year for the state of Georgia numerous times.



Counselors:

All of our counselors have undergone and successfully completed an extensive hiring process consisting of an interview, a criminal background check, a drug screen, and driving record history (where applicable). Each member of our staff is certified in CPR and First Aid. Each camp staff member has been through intensive training in order to work in the GPRRA camp programs. A minimum of 40 hours of training is completed prior to camp beginning. We continue training our staff throughout the summer with in-service trainings and weekly meetings. Training topics include: human growth and development, age appropriate activities, safety, health, customer service, supervision, discipline, leading activities, special needs, child abuse awareness, gang awareness, drug awareness, confidentiality, and much more. Most staff are furthering their educations in child development, education and other related majors. If you have a question, comment or concern with any staff member, please feel free to talk with the Camp Coordinator or an administrator.



Risk/Safety Management

The board has adopted a Risk Management Policy which is contained in the Risk Management Manual incorporated into this policy manual by reference. Emergency Procedures/Action Plan have also been adopted and are incorporated into this policy manual by reference.

Suspected Child Abuse Reporting:

- **Purpose:** To provide guidance to employees and volunteers regarding the reporting of suspected child abuse as mandated by Georgia State Law.
- **Introduction:** Employees and volunteers in a public organization providing recreational programs to children who have reasonable cause to believe that a child has been abused are required by Georgia State Law to report or cause reports of that abuse to be made to the proper authorities.

How to Report Child Abuse:

- If the child is in immediate danger: Call 911 immediately.
 - Once the police have been contacted, notify your immediate supervisor.
 - The immediate supervisor will notify the GPRA Director or, in the absence of the Director, the Deputy Director.
 - The employee or volunteer who made the initial observation will complete a written *Report of Suspected Child Abuse/Neglect* and submit to DFCS with a copy to the GPRA Administrative Office within 24 hours.
- If the abuse is not actively on-going and the child is not in immediate danger:
 - Notify your immediate supervisor.
 - The immediate supervisor will notify the GPRA Director or, in the absence of the Director, the Deputy Director.
 - The employee or volunteer who made the initial observation will contact the Hall County Department of Family & Children Services.
 - On Monday-Friday between the hours of 8:00am and 5:00pm, contact the Hall County Department of Family & Children Services at 770-532-5298.
 - At all other times, contact 911.
 - The employee or volunteer who made the initial observation will complete a written *Report of Suspected Child Abuse* and submit it to DFCS with a copy to the GPRA Administrative Office within 24 hours.

Written Report of Suspected Child Abuse: Employees and volunteers who have reasonable cause to believe that a child has been abused shall complete the *Report of Suspected Child Abuse* for submittal to the Department of Family & Child Services within 24 hours of filing an oral report.

Training: All employees and volunteers who interact closely with children through their work, including but not limited to, camp counselors, class instructors and youth sports coaches will receive training as a part of their orientation, on the signs of abuse and how to report it. Such training will include:

- An overview of the Georgia State law on Mandatory Reporting of Child Abuse.
- Definitions and indicators of child abuse according to the Georgia Department of Human Resources.
- Procedures as outlined in this policy for reporting suspected child abuse.
- Directions on how to complete and submit the written *Report of Suspected Child Abuse*.
- All employees and volunteers who interact closely with children through their work are never to be alone with a child for any reason.



Pick-Up & Drop Off Procedures

Discovery Camps

Drop-Off:

Drop-off procedures for camp include a health screening when you drop off your child, and your child will immediately be provided with hand sanitizer to use before entering camp. Be sure your child is on the right side of the vehicle to exit on the correct side of the vehicle. Parents/Guardians **MUST REMAIN IN THEIR VEHICLE** for drop-off. There will be a staff member at the drop-off/pick-up area for you to leave your child with, and will sign your child in to camp. **DO NOT** just drop your child off at the curb. You may bring your child to camp between 7:30 a.m. and 8:30 a.m. Actual camp hours are from 8:30 a.m. to 4:30 p.m. Your camper is considered late if they arrive after 8:30am.

Pick-Up:

When picking up your child the counselor will sign your child out. Please take a moment to talk with the staff and see what kind of day your child had. Parents/Guardians **MUST REMAIN IN THEIR VEHICLE**. If your child is being picked up by someone other than you, make sure you have notified **IN WRITING** the camp staff **AND** the Recreation office. If no one is aware that someone other than yourself is picking up your child and they are **NOT** on the authorized pick up list of persons, your child **WILL NOT** be allowed to leave with that person. We will ask for I.D. of those picking up your child. Please be patient with our staff as they ensure the safety of your child.

Late Pick-Up Fee:

There will be a \$1.00 per minute late fee charged per child after 5:30 p.m. for Day Camp, until you arrive to pick up your child(ren). **If we have not heard from you and cannot contact anyone to pick up your child the police will be called at 6:00 p.m. for Day Camp.** An additional \$25.00 fee will be charged to cover the extra staffing expense. The late fee **MUST** be paid before your child can attend camp again. You will be required to present a receipt to staff before leaving your child the next day.

Bright from the Start Notice of Exemption

I have been informed and understand that this Gainesville Parks and Recreation Camp program is not required to be licensed by the Georgia Department of Early Care and Learning as this program is exempt from state licensure due to being a government operated recreation program; however, I understand that the program does meet or exceed applicable licensing requirements.



Activities Offered Throughout the Summer

Tennis, soccer, swimming (only at FMACC), drama, water safety, first aid, hiking, arts & crafts, dancing, carnivals, talent shows, cultural events, reading, songs & skits, music, weekly themes, ecology, nature education, character education, service learning, special performances, park visits and much more!

Camp Groups

Each camper will be placed in a camp group, divided by age. Campers will stay with their group during the activities rotation, park visits, and special events. Camp groups give campers a chance to participate as a team in group games, camp challenges, special events etc....

Groups also help to cultivate new friendships and experiences. Counselors will be assigned to your child's group each session. We do not move children out of their respective age groups to be with their friends and/or siblings. Campers are encouraged to make new friends at camp.



Counselor: Camper Ratios

6-8 year olds	1 : 9
9-12 year olds	1 : 9

Parent / Staff Communications & Involvement

It is important for parents and camp staff to maintain open communication at all times. Please keep staff informed of any changes in your child's life that may affect him/her. Newsletters are sent home with your child to keep you informed of all activities and upcoming events. Please review these daily as changes to the schedule do occur.

Agendas and Newsletters

On the first day you will receive the week's schedule that you can take home and use throughout the session. This schedule will show all park visit schedules, weekly theme, activities, special events, camp staff information, contact information, and any special instructions for that session. Camp T-Shirts and sling packs will also be handed out to the campers. Newsletters will be sent out through email every Friday.

Campers enrolled in the program will have opportunities to participate in several activities each day. Although there will be mixed ages enrolled, campers will be divided into groups by age. Campers will stay with their groups throughout the day. Each day at camp will be exciting and fun! Campers will experience opportunities for personal growth, skill and creativity. Our summer day camps build character, self-esteem, and self-confidence while having fun in a safe and nurturing environment.



Local Park Visits

Please have your child wear his/her camp shirt on any day they are scheduled to go on a local park visit. If for some reason you do not want your child to go, you will have to make other arrangements for childcare for the day. Local park visits are fun and exciting experiences to enhance your child's summer. A few notes about local park visits:

- Please read the weekly schedule that is made available each day.
- On local park visit days ALL campers must arrive by 8:30am. All trips will depart promptly at the scheduled time (usually 9:00am) and will not wait for late campers.
- If a trip is running late on returning, GPRA will be notified and a sign posted at the check-in/sign-out area at the camp site. If we are returning late from a trip we will NOT release any camper to their parent until every child has exited the transit bus and attendance has been taken. Please be patient as we put our efforts on every camper's safety.
- The GPRA office (770-531-2680) can provide you with any other needed information concerning local park visits.
- All local park visits will have the Camp Coordinator and Camp Counselors present.
- Attendance will be taken before the campers board the bus, immediately after they exit the bus at the trip location, every hour throughout the day, prior to boarding the bus for departure, and again after arriving back at the camp site. We want to ensure that every camper is accounted for at all times.
- After every use of the transit bus, owned by GPRA, it will be sanitized.



Special Needs

We know that every child is special, however; some children may require extra attention in order for us to fully meet their needs. It is important that you, the Parent / Guardian, inform us of any special needs your child may have so we can ensure the summer program is a success for every child.

Fire Exits

To further ensure your child's safety, all camp locations will have signs posted in the building explaining how to exit the building. This will be gone over with the campers weekly.



Thunderstorms & Swimming Pool

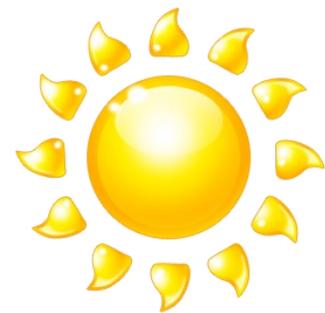


If a storm comes up while the campers are at the pool, the campers will be taken inside the Frances Meadows Aquatic and Community Center to continue swimming, since the indoor pools are grounded. Should the storm pass within 30 minutes they will be allowed to return to the outdoor Splash Zone. If the storm does not pass within 30 minutes the campers will

finish their swim time indoors. In the event of extreme weather, the camp will take shelter inside the Frances Meadows Aquatic and Community Center.

Sunscreen

Please send sunscreen with your child, especially if your child has sensitive skin. The staff will make sure children have sunscreen on when they are outside. If you do not want sunscreen on your child, please let us know, in writing. Nothing is more difficult than trying to keep the children from being sunburned. Staff takes every precaution in keeping your child from receiving a sunburn. We recommend SPF 30 or above for sunscreen. We strongly suggest that you send Sunscreen MIST (and NOT lotion) with your child. This is to minimize physical contact with your child. Please send an extra shirt and hat/visor for your child to wear when/if they need to. Remember to mark all of your child's belongings in permanent ink.





Medication

If your child has medication that must be taken during camp hours the parent/guardian must sign a release form which gives consent for such administration. Additionally, the medication **MUST** be in the original container with a current label and delivered by the parent to the camp staff. Please send only the correct dosage for the day. Children will not be permitted to carry or self administer any medication at camp. This goes for both prescribed and over the counter medications. We do **NOT** stock any over the counter medications on site. Safety boxes with locks will be at each location

to store medications.

Injuries

Whenever an injury requires attention beyond minor first aid, a phone call will be placed immediately to the parent. Staff will make every attempt to notify the parent, at work or through an emergency contact, before seeking necessary treatment at the doctor's office/hospital. (Parental release for camp staff to act in an emergency situation is indicated on the registration form). Staff is also required to fill out a First Aid Report, and parents/guardians will receive the pink copy of the report. Parents/guardians are responsible for providing medical insurance covering injuries for the participation in the Gainesville Parks & Recreation Summer Camp Programs. GPRA does not reimburse anyone for injuries that occur during camp.



Lice

Periodic lice checks will be done in the summer camp program. If a child is found to be infected with lice, camp staff will handle the child sensitively and tactfully. Parents of a child with lice will be called and asked to remove their child from the camp setting for the remainder of the day. The child will not return to camp until they are nit free and have a note from either their doctor's office or the health department. Parents may also be asked to provide a receipt of payment for proper shampoo.



The First Day

The first day of the week is the most important day for each camper. We will have an assembly and activity introductions on the first day of every session (each week). During the session assemblies we will introduce specific camp rules, upcoming events, group assignments, and camp staff. All campers will be required to attend assembly every week regardless of how many sessions they attend. After the assembly, campers will be divided into groups and attend the rest of the day working with their counselors.

It is important that every camper attends the first day so that he/she will not be lost or unfamiliar with the program.

Please have the camper at the site no later than 9:00am everyday.

What to Bring to Camp

We suggest you send your child with a backpack **CLEARLY** labeled with their name and phone number. Also please send your child with the following each day:

- A packed lunch with a drink
- An afternoon snack
- A swimsuit & towel (FMACC only)
- Sunscreen mist, not lotion (we recommend SPF 30 or higher)
- A bottle of water
- An extra change of clothes, including socks
- Children are required to wear closed toe shoes (tennis shoes) with socks every day.

Gainesville Parks & Recreation and their staff are NOT responsible for any lost, stolen, broken or misplaced items or money brought by campers.



What to Leave at Home

Please make every effort to ensure that your child is not bringing any toys, head phones, iPods, cell phones, game boys, trading cards etc... to camp. These items are not allowed. Only life vests or other safety swimming clothing will be allowed in the pool. No water guns, noodles, boogie boards etc.

Illness

A child's health is a matter of major importance to all of us. If staff suspects an illness or a temperature above 100.4 degrees, or if a child becomes ill during the day, parents will be called and asked to make arrangements to pick up the child. If your child has a contagious illness, has vomiting and/or diarrhea, is displaying a rash, or is running a temperature above 98.6 degrees please keep him/her home. A doctor's statement may be required before your child can return to camp.

For major or life threatening injuries or accidents the camp procedure is the following:

- 911 will be called immediately
- The parent/ guardian will be called
- Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care.

Children diagnosed with infectious illness and communicable conditions are not allowed at camp.

If your child is being treated for an infection (e.g. chicken pox, measles, hepatitis, strep throat, etc) or a communicable condition (e.g. head lice, ring worm, pink eye, etc) they must have documentation from a medical professional releasing them in order to re-enter the camp program.



***COVID-19 Exposure During a Program:**

- The facility in which the program is held will shut down immediately;
- All participants and non-essential personnel will be sent home from the site;
- Sanitization of the entire facility will take place following the closure using the Bioesse (Thymol) sanitizer and pump sprayers;
- The Leadership Team will work to gather information regarding staff and participants who have come in close contact with the case;
- GPRA will report the exposure to local health officials and follow their guidance on reopening;
 - A 2-5 day closure is likely in order to determine the best course of action;
 - It is possible the program would be suspended for ten days; or until a negative COVID-19 test result is received;
 - If there is a substantial transmission, local health officials may suggest an extended program dismissal or cancellation.

The following is a link to the COVID-19 camp guidelines executive order:

<https://gov.georgia.gov/document/2020-executive-order/05122002/download>

Child Abuse & Neglect

Protection of the child, not punishment of the parents, is the goal of the law. In the vast majority of cases, the best way to help the child is to help the family. Supportive social services for the parents and the child can usually keep the family together. Troubled families may need help in coping and a report can be the first step in rehabilitative services to preserve families. If there is a strong reason to suspect that a child has been abused or neglected, all staff are **MANDATED BY LAW** to contact DFCS, Child Protective Services, a specialized social service to protect children when their families cannot.

It is difficult to have to deal with the topic of abuse when it concerns childcare and the safety of children. Gainesville Parks and Recreation takes every precaution in making certain that the children will be in a safe environment. When enrolling children, information is not always given pertaining to backgrounds and it is not until an incident occurs that we become aware of problems a child may have. Our concern is the safety of the children. It is not our intent to falsely accuse any person of abuse or neglect.

Customer Complaint Procedure

1. **Listen to the complaint.** Accept ownership of the problem. Apologize. Don't blame others. Thank the customer for bringing the problem to your attention.
2. **Be understanding.** Remember, the person is complaining about your business, not about you personally. Be calm, cheerful and helpful. Where possible, let the customer know that you will take responsibility for resolving the problem.
3. **Record the complaint.** Detail the complaint so that you and other staff know exactly what the problem is. Day Camp Customer Complaint Forms will be provided to all staff to fill out. This lets you see any patterns emerge over time. Complaints about a particular process or product might indicate that changes need to be made. Staff can also see what was done to resolve complaints in the past.
4. **Make sure you have all the facts.** Check that you understand the details while the person is making the complaint, and ask questions if necessary. This will also let them know that you are taking their complaint seriously.
5. **Discuss options for fixing the problem.** At the very least, a sincere apology costs nothing. But think about what this complaint could cost you in lost business or a complaint to the Equal Opportunity Commission. Ask the customer and yourself, "How can I fix this problem?" Be specific and thorough with the answer.
6. **Keep your promises.** Don't promise things that you can't deliver. In handling complaints it is better to under-promise and over-deliver.
7. **Be quick.** If complaints take several days to resolve or are forgotten, they can escalate.
8. **Follow up.** Record the customer's contact details and follow up to see if they were happy with how their complaint was handled. Let them know what you are doing to avoid the problem in the future.

All complaints are taken seriously by our staff and we believe in helping you with your issues as efficiently as possible. Our Staff will take the time to ask you questions to clarify your problem, and they will record it on our Day Camp Customer Complaint Form (can be viewed on following page). You will be asked to sign this form so all parties involved knows the right steps are being taken to deal with the issue.

Gainesville Parks and Recreation Day Camp Customer Complaint Form

Name of Camp/Camp Location:	
Manager or Supervisor:	
Name of Complainant:	
Phone Number:	
Email:	
Date of Complaint:	
Describe in detail and accurately the nature of the complaint:	
Give the name of the person you first reported the complaint to:	
Describe what actions can be taken in order to deal effectively with the complaint:	
Describe what measures can be taken to avoid a repeat of the complaint:	
Signature of the Complainant:	
Date:	
Complainant Recorded By:	
Date:	

Behavior Management

With prior knowledge of our basic guideline of safety and good conduct, each child is made aware of the behavior expected of him/her. Regardless of the situation each child is accountable for his/her own actions. We let the children know that we want them to succeed and we are here to help them do just that.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following basic guidelines apply directly to each child and will be used in determining his/her eligibility to continue as a summer camp participant:

- Children must stay within the designated camp area. At no time should they leave the group without a staff person.
- Children will not be allowed to use foul language, be repeatedly rude or discourteous to staff or peers.
- Children will respect their property, as well as the property of others.
*Destruction and *Defacing of the camp's facilities or facilities that the camps will be visiting. Stealing will not be tolerated.
- Parents will be financially responsible for any destruction/defacing to the facility by their child (ren).
- Engaging in any type of fighting will not be permitted. Any behavior that jeopardizes the safety of other children or staff will not be tolerated. (i.e. throwing objects, pushing, hitting, biting, threatening violence)
- Children will be expected to listen, respect and follow directions given to them by staff.
- Children must be able to keep their hands to themselves and not violate another person's personal space.
- Absolutely NO *drugs or *drug related activity/clothing or any item intended for use as a *weapon will be allowed.
- Absolutely no suggestive clothing will be allowed at camp.
- Absolutely NO cell phones, iPods, mp3 players, pagers, walkie-talkies, Game Boys or other electronic games or gadgets etc...will be allowed at camp! If found, they will be taken up and given to the parent at the end of the day.

* May result in an immediate and permanent suspension from the camp program

Discipline

Discipline should be a learned experience for children that contributes to their understanding of what we expect of them and what behavior is appropriate. Camp staff, with parental involvement, need to consider the individual needs, strengths and temperament of each child and set goals that are achievable for the child. The best way to serve each child is for the parent to communicate their insights into the causes of behavior problems, the effects of current discipline methods, and their feelings about what is happening.

Camp staff employs discipline that is consistent, positive, fair and firm. Staff teaches self-control in problem-solving and safe ways to release anger and other feelings. Staff sets rules and limits for a safe learning-play environment and strive to prevent misbehavior. When offering guidance, staff focuses on the behavior rather than the child to promote self esteem. Only constructive means of discipline are used. Corporal punishment, including spanking or shaking, as well as, shaming or humiliating a child are not allowed. For specific discipline problems a plan will be set up between the Recreation Program Coordinator, Camp Coordinator, parents and the child to enable success at camp. When developing the plan, it is in the child's best interest for parents and staff to have consistent attitudes and expectations for behavior.



Suspension and Expulsion

Camp staff will work in every way possible to enable a child to remain in camp. However, when a child's behavior is consistently a problem, the following steps are taken:

Step 1: Disciplinary Referral

This form is completed by counselors and then sent with the camper to the Camp Coordinator. With the help of the Coordinator, the camper will then complete an Action Plan. The Coordinator will then determine what, if any, further action needs to be taken.

Step 2: Disciplinary Action Report (Write-up)

These forms are used to inform parents of what problematic behavior occurred at camp. The parent is expected to discuss the problematic behavior with the child at home. As problematic behavior reoccurs or as new problematic behaviors appear, additional Reports will be sent home with the parent.

Step 3: Parent conference / Behavior Plan

A parent conference can be called at any time depending on the severity of the behavior. After 3 Disciplinary Action Reports, a parent conference will definitely occur. Staff and parents will develop a solution together to improve the child's behavior. A behavior incident sheet will be completed and a copy kept in the child's file.

Step 4: Suspension from program and/or Field Trip

If a child continues to exhibit unacceptable behavior or the behavior is so severe, a one (1) to four (4) day suspension will be given. This suspension of a child may also include missing the next field trip. Before the child is allowed back in the program the parent and Recreation Program Coordinator will have a conference. Refunds are NOT given for suspensions.

Step 5: Expulsion from the program

In the case of continual behavior problems, when the child's behavior has not improved and doesn't seem like it is going to, termination from the program may be the only option left.

NOTE: Should a child's behavior be determined to be physically dangerous to him/herself or others, the child will be suspended immediately and a parent conference will be scheduled before the child may return to the program. **Our goal is for all children to attend camp and have a positive experience.** We realize that some children do not adjust to our program structure and we cannot meet their needs. If we have to make the decision to terminate a child from camp, a parent conference will be scheduled and we will make a recommendation that you place your child (ren) in a different camp setting.



Meals & Snacks

Discovery Day Camp:

Campers will need to eat breakfast before coming to camp in the morning and will need to bring a packed lunch from home each day. Please remember, we do not have access to a refrigerator, freezer, or a microwave. Please plan and prepare your child's lunch accordingly so their food does not spoil. We do not allow parents to bring fast food during the lunch hour! Campers will need to provide their own snacks and drinks on a daily basis for the entire length of summer.

Packing a safe lunch and snacks

Please remember that we do not have access to refrigerators, microwaves, or kitchens. The food you send with your child will need to be able to be eaten without any additional kitchen prep. It is highly recommended that you send a frozen pack inside of your child's lunchbox. We recommend that you use an insulated lunchbox and a thermos to help maintain a cool temperature inside so that your child's lunch does not spoil. If your child's lunch has any item that could spoil in room temperature please refrain from packing them in paper or plastic bags.

Ideas for healthy breakfasts

Before sending your child to camp, start the day off right with a healthy breakfast. Breakfast provides our bodies with the extra kick it needs to work properly.

- * Eggs
- * Yogurt with fruit or nuts
- * Yogurt
- * Whole-grain muffin
- * French toast, waffles, or pancakes (try wheat or whole-grain varieties)
- * Hot cereal, such as oatmeal or cream of wheat (try dried fruit or nuts on top)
- * Whole-grain toast, bagel, or English muffin with cheese
- * Banana dog (peanut butter, a banana, and raisins in a long whole-grain bun)
- * Breakfast taco (shredded cheese on a tortilla, folded in half and microwaved; top with salsa)
- * Country cottage cheese (apple butter mixed with cottage cheese)
- * Fruit and cream cheese sandwich (use strawberries or other fresh fruit)
- * Sandwich - grilled cheese, peanut butter and jelly, or another favorite
- * Leftovers (they're not just for dinner anymore!)
- * Single servings of whole-grain, low-sugar cereal
- * Trail mix of nuts, dried fruits, pretzels, crackers, and dry cereal
- * Cold cereal and milk
- * Fruit smoothie
- * Fresh fruit
- * Healthy breakfast bars



Lunch Time

During lunch time campers are given a chance to exchange exciting events and stories about their day so far. We encourage and promote healthy eating.

With all meals, try to eat a variety of foods, including:

- * Grains (breads and cereals)
- * Protein (meats, beans, and nuts)
- * Fruits and vegetables
- * Milk, cheese, and yogurt

Ideas for Healthy Lunches

The possibilities are limitless! For the most nutritious camp lunch, select at least one food item from each of the categories below.

Bread / Grain:

- * Tortilla (or chips)
- * Muffin
- * Whole-wheat bun
- * English Muffin
- * Corn Bread
- * Pita
- * Sandwich bread
- * Bagel
- * Raisin bread

Fillings:

- * Lean ham, roast beef, turkey and reduced fat cheese
- * Peanut butter, plain or with (pick one) honey, jelly, shredded carrot, raisin
- * Cream cheese, plain or with (pick one) jelly, apple butter, shredded veggies
- * Baked or grilled chicken
- * Hummus
- * Egg, tuna, or chicken salad
- * Veggie Salad
- * Mild cheese
- * Low fat mayonnaise
- * Pasta salad
- * Couscous

Other Protein:

- * Snack size bag of nuts: peanuts, almonds, sunflower seeds, cashews, etc...
- * Yogurts—add fresh fruit to plain yogurt for maximum nutrition
- * Hard-boiled eggs
- * Soups
- * String - cheese sticks or cheese cubes
- * Chili

Veggies:

Healthy dips with any of the following veggies

- * Baby carrots
- * Fresh green beans
- * Broccoli florets
- * Jicama sticks
- * Stick carrots
- * Sugar snap peas
- * Cauliflower florets
- * Celery sticks
- * Grape tomatoes
- * Cucumber coins
- * Zucchini sticks
- * Green bell peppers

Fruits:

- * Banana
- * Grapes
- * Plums
- * Tangerines
- * Dried fruits such as raisins, apricots, and apples
- * Apple
- * Blueberries
- * Pineapple chunks
- * Clementines
- * Orange wedges
- * Strawberries
- * Melon cubes
- * Peaches





Ideas for Healthy Beverages

For camp, please select 2 (1 for lunch and 1 for snack) items from the list below to send with your child each day.

- * 100% fruit juice—apple, cranberry, etc...
- * Low fat milk
- * Water
- * Fruit smoothie
- * Sugar Free Kool-Aid
- * Caffeine-Free Tea made with Splenda

Ideas for Healthy Snacks

For camp, please select 2 items from the list below to send with your child each day.

- * Applesauce
- * Popcorn
- * Oatmeal cookies with raisins
- * Dried fruits
- * Baked crackers
- * String cheese
- * Cheese Crackers
- * Animal crackers
- * Avocado chunks
- * Cheese quesadillas
- * Goldfish crackers
- * Granola bars
- * Muffins
- * Peanut butter on banana bread
- * Raisins or other dried fruits
- * Veggies with veggie dips
- * Fruit bars
- * Sugar-free Jello
- * Sugar-free pudding
- * Cottage cheese with canned fruit (pineapple, apricots, peaches, etc...)
- * Celery sticks with peanut butter or cream cheese and raisins
- * Apple wedges with peanut butter, yogurt, or fruit dip
- * Cheerios
- * Pretzels
- * Sugar free cookies
- * Unsalted nuts
- * Baked chips
- * Peanut Butter Crackers
- * Cheese cubes
- * Fresh fruit
- * Carrot sticks with peanut butter
- * Chips and salsa
- * Graham Crackers
- * Mixed fruit snack cups
- * Peanut butter and jelly sandwich
- * Pear slices dipped in yogurt
- * Snack or Trail Mix
- * Yogurt and granola
- * Fig Newtons

Contact Information

Main Office:

Gainesville Parks and Recreation
830 Green Street, NE
Gainesville, GA 30501

www.gainesville.org/recreation

Main: (770) 531-2680
Fax: (770) 531-2681
Alternate Fax: (770) 538-4949



Administrators:

Sam Ballinger; Recreation Program Coordinator
(770) 297-5490 or sballinger@gainesvillega.gov

Missy Bailey, CPRP, CYSA; Recreation Division Manager
(770) 297-5449 or m Bailey@gainesvillega.gov

Michael Graham; Deputy Director
(770) 533-5857 or mgraham@gainesvillega.gov

Kate Mattison, CPRP; Director
(770) 531-2680 or kmattison@gainesvillega.gov

Acknowledgement of Receiving and Reading Day Camp Parent Handbook

Print Name: _____

Signature of Parent/Guardian: _____

Date: _____