

Fall Break 2018

Dear Parents:

Thank you for registering your child(ren) for our 2018 Fall Break Camp. We are excited about our week full of activities and fun!

- Fall Break Day Camp is October 8 -October 12, 2018
- Day Camp Discipline 1, 2, 3 is in place and has worked well with our campers. See explanation on page 4 of the handbook.
- Lunch-Children need to bring their own lunch the entire week of camp and an AM and PM snack.

The following pages consist of the parent handbook that will be helpful in preparing you and your child(ren) for day camp. **You need to read this handbook very carefully and discuss camp rules and guidelines your child(ren) need to know.** Please inform us in advance of early pick up of your child(ren) so you are aware of where they will be at specific pick up time. If you noted on your registration form that your child was on prescription medication, make sure you complete the medication form in the registration forms.

The Morgan County Recreation Department is exempt from licensure by the Georgia Department of Early Care and Learning. However, we strive for a safe and fun environment for all of our participants; this will not change due to the exemption.

Thank you for entrusting us with your precious cargo. We do not take the responsibility lightly and look forward to engaging with your child(ren)!

If you have any questions, please feel free to call me any time at 706-342-0588. I look forward to meeting each of you.

Sincerely,

Meghan Laird

Meghan Laird
Program Director

2018 FALL BREAK CAMP HANDBOOK

STAFFING:

Campers/counselor relationships are extremely important; thus, we maintain an approximate ratio of campers per staff members.

DATES AND TIMES:

Oct 8- Oct 12, 7:45am to 5:30pm

LOCATION:

Morgan County Community Center 1253 College Dr. Madison, Ga. 30650

Indoor activities are held in the gym/main building, while outdoor activities will be held on the baseball/softball fields, track, nature trail, playgrounds and pavilions.

ATTENDANCE & ILLNESS:

If your child is not attending the program for any reason (illness, doctor's appointment, etc.), please call the recreation department at 342-0588 by 9:00 A.M. that day to notify the staff. Any children who exhibit any contagious symptom including a fever of 100.5 or higher, vomiting, diarrhea, green mucus or pink eye will be sent home. Children who exhibit contagious symptoms will not be allowed to return to camp until they have been **symptom free for at least 24 hours** (symptoms do not stop immediately upon leaving camp). If your child exhibits any contagious symptoms, you will be required to pick up your child immediately. Children will be kept in the camp director's office until parent arrives.

**Please note: In order to maintain and protect the health and safety of all children and staff members, all policies are enforced at the discretion of the director. Regardless of a doctor's note saying your child is not contagious, if your child is sent home because he/she is exhibiting contagious symptoms; your child must be out AT LEAST 24 hours before returning to camp. We also reserve the right to send home any children who are just not feeling well and require more one on one care than the camp staff is able to provide.*

FEE AND PAYMENT POLICY/STATEMENT OF UNDERSTANDING:

The fees are as follows:	WEEKLY FEE	\$110.00
	DAILY FEE	\$35.00
	WEEKLY OUT-OF-COUNTY FEE	\$25.00
	WEEKLY OUT-OF-COUNTY FEE TOTAL	\$135.00

PAYMENT DUE THE MONDAY FOR WEEKLY FEE AND THE MORNING OF EACH

INDIVIDUAL DAY CHILD ENROLLED. Failure to pay on scheduled date results in a late payment fee of \$10.00 and is cause for removal from the program. Weekly fees are non-refundable unless deemed necessary by the Camp Director in certain unavoidable situations. Any refund request must be made in writing to the Camp Director including specific details of why the child is withdrawing. If child withdrawn before a written notice is provided, full payment is due.

ARRIVAL & DEPARTURE:

Drop-off and pick-up will be at the gym building at the recreation department on College Drive in Madison. Parents MUST come inside to sign in children.

AUTHORIZED PICK-UP POLICY -To ensure the safety of all children checking in and checking out of camp(s) daily, **ALL AUTHORIZED INDIVIDUALS ARE REQUIRED TO PRESENT PHOTO I.D. DAILY IN ORDER PICK UP PARTICIPANT(S) INCLUDING MORGAN COUNTY EMPLOYEES; ABSOLUTLEY NO EXCEPTIONS.** Please keep this information up -to-date. We will not release a child to an unauthorized person. Please inform us advance in writing of early pick up of your child(ren) so you are aware of where they will be at specific pick up time.

A late pick-up charge of \$5.00 for every 15 minutes will be accrued payable at the time of pick-up. If this fee is not paid, your child will be dismissed from camp and no refund will be given.

WHAT TO BRING:

1. Day Camp(s) are held rain or shine. Please dress your child accordingly; Campers should wear sneakers or comfortable shoes **(NO FLIP FLOPS)**. In addition, campers may want to bring a bag to keep their belongings.
2. Participants WILL need to bring lunch from home and an AM & PM snack. MCRD will provide water throughout the day.
3. In the event of an accident, each child should bring a shoebox or bag with a **COMPLETE** change of clothing. This will need to stay at the camp during the entire week. Please be sure to label your shoebox or bag.

WHAT NOT TO BRING:

The following are NOT permitted at Day Camp:

1. Drugs, Alcohol and Tobacco products
2. Game Boys, iPods, Cellular Phones and all other electronics as well as **all toys from home**
3. Any game from home must be approved by Day Camp staff before bringing it to camp

If these items are brought to camp, they will be confiscated and returned on Friday when your child goes home. In the event that anything mentioned in item 1 is found, the Morgan County Sheriff's Department will be notified, and they will take care of the matter. MCRD is not responsible for loss or damages for items brought from home.

ACTIVITIES:

Daily activities are separated into two categories:

1. **ACTIVE** participation—sports, nature walks, contests, indoor/outdoor games
2. **PASSIVE** participation—arts, crafts, storytelling, singing, read and rest, etc

EMERGENCY MEDICAL PROCEDURES

In the event of a medical emergency, camp staff will notify MCRD office staff. We will then call EMS to provide immediate care, and notify one parent once EMS has been activated. If neither parent can be reached, we will then call the persons listed in the child's emergency contact information. If no one can be reached, the EMS personnel will make the decision concerning services provided. EMS will then transport the child if necessary to Morgan Memorial Hospital.

Administering Medication:

Parents must complete a Medication Authorization Form before medication can be administered. Forms are located in the administrative office. Only medications that are prescribed will be administered. Over-the-counter medication must have a prescription from the child's physician.

In the case of an adverse reaction to medication, the parent will be notified by phone. If the parent or emergency contact cannot be contacted within 5 minutes, or the situation appears to be serious, EMS will be contacted.

Procedures for Notification of Parents:

- Illness: by phone
- Injury: by phone
- Exposure of communicable disease: by written notice
- Adverse reaction to medication: by phone

IN CASE OF A NON-HEALTH EMERGENCY:

In the event of a non-health related emergency (Tornado, Bomb Threat, Gas Leak, Etc) the following procedures will be in effect:

1. Children will remain at the Recreation Department, unless the situation dictates otherwise, until a parent or guardian picks up the child(ren).
2. In the event that it becomes necessary to evacuate the Recreation Department, children will be taken to a safe location. This location will be posted on the door of the Recreation Department's Main Building. Every effort will be made to contact parents in the unlikely event of an evacuation.

CONCUSSION PROTOCOL:

PLEASE SIGN, PRINT AND RETURN THE CONCUSSION FORM ATTACHMENT UPON REGISTRATION- **ATHLETE CONCUSSION PROTOCOL IS FOLLOWED FOR ALL DAY CAMP PARTICIPANTS INCLUDING CHILDREN UNDER 7 YEARS OF AGE.**

SPECIAL NEEDS-DEVELOPMENTAL DISABILITIES:

Parents of children with special needs or developmental disability must consult with the Day Camp Director prior to camp before registration can be considered complete. If accommodations are needed they will be based on available resources and one-on-one assistance is not guaranteed.

DISCIPLINARY PROCEDURES:

We expect all of our campers to behave appropriately in camp. Our discipline procedure is as follows:

MINOR BEHAVIOR PROBLEMS: This is when a child is not cooperating, not listening, or disrupting the group's activity: "Day Camp Discipline 1,2,3 Index Card File"

1. First Time: Sit down and talk to camper about the problem, document card and file.
2. Second Time: Have the camper sit out of the activity, document card and file.
3. Third Time: Speak with Director or Supervisor about issue and sit out in office, document card, parent signature and file.

MAJOR BEHAVIOR PROBLEMS: This is when a child becomes violent toward another camper and/or counselor. These actions include: fighting, verbal abuse, smoking, drinking alcohol, use or possession of illegal drugs, gambling, intimate physical contact or any other illegal activity.

1. Fill out a discipline report and report it to the Camp Director immediately. The Camp Director will notify the parents.
2. If a child receives 2 disciplinary actions, they will be dismissed from the program.

The Morgan County Recreation Department reserves the right to restrict campers from attending camp if they create discipline problems. If a child is dismissed from the program for disciplinary reasons, NO REFUND will be given.

HOW PARENTS CAN BE HELPFUL:

Any issues that your child may have at home will probably affect his/her behavior in Day Camp. Please keep us informed of such problems so we can be sensitive to your child's needs. This will enable us to provide the best environment for your child's growth and development. The camp staff would like to work as a team with the family. Please take every opportunity to talk with the camp staff about your child. In addition, ask your child about the program each day. If concerns or problems arise, please do not hesitate to talk to the Camp Director.

We are excited about Day Camp and look forward to your child's involvement! We hope that Day Camp is a fun and memorable part of your child's vacation.

TENTATIVE DAILY SCHEDULE:

Scheduled adjusted as needed at Camp Director/Lead Counselor discretion.

7:45-8:45	Free Time- NO BALLS UNTIL 8:15 Gym Floor Divided (PRE-K - 2 ND / 3 RD - 6 TH) <i>half court per group</i>
8:45 - 9:00	"Circle M" - Camp Meeting
9:00- 9:20	"Circle-Up" - Age Group Division (PRE-K - 2 ND / 3 RD - 5 TH) <i>Calm Ice Breaker Circle Games</i>
9:20 -9:45	Group Game Rotate Age Group Divisions between full court and back room.
9:45-10:00	AM Snack
10:00-10:25	All Campers "Circle - M" - <i>restroom before leaving gym</i>
10:25-11:30	Playground, Back Field, Library, Pool
11:30-12:00	All Campers "Circle M" - <i>get ready for lunch</i>
12:00-12:45	Lunch
12:45-1:15/1:30	Rest
1:15/1:30-2:00	Gym Floor Divided (PRE-K - 2 ND / 3 RD - 6 TH) <i>half court per group</i>
2:00-2:30	Afternoon Snack
2:30-3:45	All Campers "Circle - M"
3:45- 5:30	Clean - Up/ Movie/Check Out

Please contact Meghan Laird with questions or concerns at 706-342-0588 or mlaird@morgancountyga.gov