



**Children and Youth Services
Day Camp
Parent Handbook
2021**



LEGACY PARK

• DAY CAMP •

City of Decatur®

Children & Youth Services Division
PO Box 220, Decatur, GA 30031
Registration Desk: 231 Sycamore Street, Decatur GA 30030
(404) 378-1082
www.decaturga.com/cys

Dear Parents and Guardians,

Welcome to the Decatur Summer Day Camp Program. We're glad that you've chosen to spend some memorable moments with us this summer. We look forward to providing an exciting summer, filled with laughter and energy. Our staff has been planning all year to bring this experience to life for the campers.

This year marks a new beginning for Children and Youth Services as we have combined all of the wonderful elements of both of our former camps; iDiscover Camp and Camp Sycamore into our new Legacy Park Day Camp. Our very popular E Camps are now a program under the new Legacy Park Day Camp structure.

Legacy Park Day Camp offers three activity areas full of new and returning favorite activities for our campers. Whether it is exploring nature and learning outdoor skills, playing team games or sports, or becoming a DIY maker in our STEAM focused activity area there will be something for everyone to enjoy. As the Legacy Park property continues to grow and become an integral part of the lives of Decatur families we hope to create quality out of school time experiences for our youngest citizens during day camp.

This parent handbook is designed to prepare and assist you with sending your child to summer camp. This packet explains in detail information about how we operate camp. If you desire additional information, please contact our office at 404-378-1082. We're always happy to assist you.

COVID-19 protocols can be found in the attached addendum.

See you at camp!

Nancy

Nancy Brune
Assistant Director
Children and Youth Services

OUR MISSION

We provide quality out-of-school time programming that empowers children to become responsible, healthy, engaged members of their community.

OUR OUTCOMES

The philosophy of our program is to provide participants with a safe, enriching, and fun place to spend their out-of-school hours. Program activities are specifically selected in order to lead participants from our short-term to long-term outcomes and thus to accomplishing our mission.

We hope to accomplish outcomes in the following areas:

Cultural Competence – awareness of differences and showing respect for those differences, respecting yourself and others positive attitudes about culture

Active Lifestyles – 60 minutes or more of movement through active play, choosing healthy foods, strategies to self-soothe and calm down

Leadership – listening, being collaborative, take on responsible roles and following through, having a voice and sharing it with others

Social and Emotional Responsibility - being collaborative, learning conflict resolution skills, understanding how to make and keep friends

TABLE OF CONTENTS

Supervision 3

Enrollment 3

Registration 3

Open registration 3

Wait lists 3

Payment 3

Due Dates 3

Payments 3

Financial Assistance 4

Refunds 4

Cancellation 4

Transfers 4

Tax Information 4

Termination from Program 4

Hours and Pick Up 4

Camp Hours 4

Aftercare 4

Absences 4

Drop Off 4

Pick Up 4

Walkers 5

General Information 5

Clothing and Shoes 5

Daily Packing List 5

Lunches and Snacks 6

Parent Questions and Concerns 6

Health and Wellness 7

Camper Essential Functions 7

Illness and Injury 7

Allergies 8

Medications 8

Environmental Procedures 9

Air Quality 9

Bug Spray 9

Tobacco, Vaping and Pets 9

Sunscreen 9

Camp Program 9

STEAM Team 9

Team Up 9

Green Team 9

Daily Schedule 9

E Camp 9

Daily Schedule 9

Field Trips 10

Transportation 10

Code of Conduct 10

Teen Drivers 10

Participant Behavior 10

Expectations 10

Code of Conduct 11

Discipline Policies 11

Reports to Parents 12

Rights and Responsibilities of Children, Youth, and Families 12

SUPERVISION

CYS Director – Claire Miller
Asst. Director – Nancy Brune
Program Supervisor – Bryan Smith
Administrative Assistant – Lillie Johnson

Camp Directors

Rashad Crowell Legacy Park K-2nd
Dajānē Martin Legacy Park 3rd-5th
Ashley Thorpe E Camp

Program Directors

Rashawn Jackson
O'Cephus Starks

LIT/JC Instructor

Jamera Jones

Business Director

Mekala Williams

Camp Staff: Our camp counselors and instructors are recruited from the local community and colleges. Some are even CSD teachers. We also include staff from our afterschool program who have experience working with students in City of Decatur Schools. We operate with a 12:1 child to staff ratio.

During the weeks prior to camp, day camp staff members complete an intensive training covering topics such as: behavior management, how to work with different age groups, specific activity training, prevention of child abuse, first aid/CPR, camper supervision and much more.

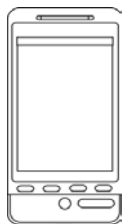
NOTE: We offer leadership opportunities to teenagers that have signed up to assist with our program. Both the Junior Counselors and LIT's may interact with your child's group teaching activities but under constant adult supervision.

COMMENTS or CONCERNS?

Contact Information: If you need to get in touch with our staff or your child during camp hours, please call the administrative office at 404-378-1082.

Please talk to the staff person most closely involved first:

1. Camp Counselor
2. Camp Director
3. Program Supervisor



ENROLLMENT

It is the policy of Decatur Children and Youth Services to enroll children without bias toward sex, religion, race or physical disability. Every reasonable effort is made to accommodate the special needs of children. Our program provides supervisory care and not medical or nursing care. Should your child require special care, please contact the Assistant Director to arrange a consultation between the parents, teacher and/or the school social worker to determine the right fit for your child.

Registration Information: Families must enroll children into the program by:

1. Completing the Camper Information and Release form and Health History form.
2. Paying the fees due before the children can participate. Minors cannot enroll or participate in the program without consent from a parent or legal guardian.

Open Registration: Open registration begins online and in person on the first Saturday in January.

Waiting lists: In the event that a session fills prior to your registration, you may place your child on the waiting list. You will be contacted if a spot becomes available. Families will typically be offered three business days to respond if a spot opens in camp; however, within two weeks of a camp session that may be reduced to 24 hours.

PAYMENT

Due Date: Camp balances are due **April 1**.



Online Payments: Payments can be made via CommunityPass, our online registration system, which can be accessed via the City website. CommunityPass requires payment in full. Visit <https://register.communitypass.net/cityofdecatur>. You will need your family account email address and password to access the website. Use the My Account area to pay for activities. CommunityPass will accept Visa or MasterCard.



Forgot Your Password? You can request a password reset on the CommunityPass login screen or call CYS.

Phone Payment: Fees may be paid by phone using Visa or MasterCard at 404-378-1082 (CYS Office) or 404-377-0494 (Active Living Front Desk).

We believe that a true camp experience is a week-long experience. For this reason, we do not pro-rate camps.

Mail checks to: Decatur Active Living, PO Box 220, Decatur, GA 30031.

Hand Delivered: Payments may be hand delivered to the Glenlake Tennis Center.
9 am – 8 pm Mon – Thur;
9 am – 6 pm Friday and 9 am – 4 pm Saturday

Financial Assistance

Limited financial assistance is available for City of Decatur families demonstrating a need. You will need to complete the online application and provide proof of both residency and income. Applications are reviewed and awards are determined once all paperwork is received.

Late fees are to be paid in full before the session has ended. Failure to make payment or repeated tardiness will result in camper's removal from camp and ineligibility for other City programs.

Refund Policy

A refund, less \$25 non-refundable deposit per camp session, is available if:

- Cancellation in writing is received by May 1. Camp fees are not refundable and non-transferable after May 1.
- The camper is physically unable to attend camp due to illness or injury, a physician's statement is required no later than the last day of registered session.

Cancellation Policy

If minimum enrollment is not met for any camp session by 2 weeks before the start of the session, CYS reserves the right to cancel the camp. Although CYS prefers not to cancel scheduled camps sessions, cancellation may be necessary in the event of staffing, facility, enrollment or other issues.

If a session is cancelled by CYS you will be contacted by email and by phone with options of a full refund or you can transfer to another session that has space available. If there is a difference in price you are responsible for the additional fees.

Transfer Policy

Camper transfers from one session to another are allowed less the deposit more than 14 days before the start of the session if space is available. No transfers are allowed two weeks prior to the start of the camp session.

Age Exceptions

Campers must be the age indicated in the camp brochure by the first day of attendance. There will be no age or grade level exceptions. Camps are designed with curriculum and programming for campers of a certain age/grade level.

Pro-rating Camps

Tax Information

The City of Decatur tax ID number is 58-6000560. At tax time you can generate your own Childcare Statement through CommunityPass.

Termination Policy

Children and Youth Services reserves the right to terminate your child's camp enrollment with or without refund if the staff deems it in the best interest of the safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary by CYS staff, parents will be informed of reasons for termination of services.

HOURS and PICK-UP / DROP OFF INFORMATION

Legacy Park Day Camp and E Camp:

500 S. Columbia Drive

Camp Hours

All camp locations offer day camp Monday through Friday from 8:00 a.m. – 4 p.m. except July 5 (Fourth of July, observed).

After care is offered from 4:00 - 6:00 p.m. daily. Families may register either for 4:00 - 5:00 p.m. at \$20/week/child or 4:00 - 6:00 p.m. for \$40/week/child

Note: Camp will not operate on July 5.

Absence

If your child is going to be absent from camp for the day, we request you talk with the Camp Director, send a note to cys@decaturga.com or call the Administrative Offices at 404-378-1082. This will save us a call to you and help assure us that your child is safe.

Drop-Off Information

Sign-In: CYS requires that all children are to be signed in by an adult. This helps ensure the safety of your child.

CYS does not and will not assume responsibility for children that arrive before the start time at any location.

Pick-Up

Parents are expected to pick up their camper between **3:45 and 4:00 p.m.** Safety is a priority at CYS. All campers picked up from camp must be signed out before leaving the camp site. To ensure your camper's safety, we require written notification if anyone other than a person authorized on camper's pick-up list is to pick up a camper. New authorized adults may also be added within your CommunityPass family account. All persons picking up a camper (including parents) must present a valid picture I.D. until all staff is familiar with persons picking up.

Siblings 13 years of age and older can check out a younger camper if parent has notified the camp in writing and included a photo to prove identification. Campers will not be released to siblings or other individuals age 12 or younger.

Early Pick-Up: If your child will be leaving early, please notify the camp director in writing on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you or an authorized adult will still need to sign your child out.

Parent Tardiness: The camp day ends at 4:00 p.m. Any child not signed up for aftercare must be picked up by 4:00 p.m. After 4:00 p.m. a late fee will apply in the amount of \$10 for every 10 minutes you are late. Parents will be required to sign the Late Pick up Log. Excessive tardiness in picking up your camper may result in dismissal from the program.

Emergency Contact: At 4:00 p.m. or designated pick up time for Shenanigans, we will call the people designated as emergency contacts and alternate pick-up names in order to secure a ride for your child. If no one can be reached, the child will be taken to the Cochran building at Legacy Park to wait to be picked up.

Non-Custodial Parents: Appropriate legal paperwork is required to be on file with CYS when the custodial parent requests the camp not to release the child to another parent.

Unscheduled Site Closure: If the buildings need to be cleared for any reason during camp hours we will notify parents by emailing pick-up instructions.

Weather: In the event of extreme weather the program will adhere to the decision of the City of Decatur Risk Management Team. The decision will be announced on the city website and through parent email.

Walkers: Children ages 8 and younger cannot walk home unaccompanied. Children ages 9 and over can walk home with written permission from parents stating the days the camper should walk home and the time of dismissal.

Children at Risk: Parents who arrive to pick up a child in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call the other parent or legal guardian
- Call another person on the child's emergency contact list
- Call a ride share

- Call a nearby neighbor or friend

If a reasonable conclusion cannot be reached, the parent will be advised that either DFCS or the City of Decatur Police will be called.

GENERAL INFORMATION

Clothing and Shoes

- Tee shirts and shorts or pants – dress appropriately for active play and getting dirty.
- Sneakers and sport sandals with a *closed toe cap* and back strap are allowed. *No flip flops or open toed shoes.* This is to protect your child's feet at camp.



- Please write your child's name on all clothing items.
- Sunscreen (children need to ask counselor if they need help with sunscreen). We suggest parents apply sunscreen when child is dressing for camp and send extra for later.

Daily Packing List

Monday Drop-Off (labeled)

- Anaphylaxis Emergency Plan and EpiPen
- Asthma Action Plan and inhaler

Daily Items to Bring (label everything):

- Backpack with camper's name
- Water bottle with camper's name
- Lunch and a drink
- Raincoat or poncho
- Sunscreen SPF 15 or higher (spray-on or stick)
- Hat or visor

Items Not to Bring:

Campers should not bring personal sports equipment to camp as all equipment will be provided.

Do Not Send These Items to Camp

- iPods or other handheld devices with games or texting apps
- iPads or Tablets
- Electronic Games
- Cell Phones
- Smart Watches
- Digital Cameras or Other Electronic Devices
- Gum or Candy
- Valuables, jewelry, treasured family items, etc.
- Do not bring weapons of any type, alcoholic beverages, cigarettes, vape devices or illegal

drugs. Anyone in violation of this policy will be sent home immediately.

Items will be collected by staff, held at the camp office and returned to the parent/guardian at the end of the day. Camp will not be responsible for the loss or damage of any items brought to camp from this list.

Evaluations – *We need your feedback....*

Families will receive an evaluation at the end of each camp session. All evaluations are sent to our professional evaluator at the University of Georgia at the end of summer. We use your feedback to give us new ideas and direction as well as confirm the practices we have in place that support you and your camper.

If you have an immediate concern, please call the camp director and then include it in the survey.

Lost and Found

Children and Youth Services is not responsible for items left at camp. At the close of each day all lost and found items will be centrally located for parents and campers to view. Items left over a week will be donated to a local children's clothing drive. There is no guarantee lost items will be found.

Lunches and Snacks

At Legacy Park Day Camp lunches are furnished through the DeKalb County Summer Food Service Program (SFSP). If you prefer to send a lunch from home, please notify camp staff in order to prevent wasted food at camp. Menus will be posted at camp at the start of the week for your review.

When packing lunches,

- Bring cold lunches only please! If lunch needs to be kept cold, please pack their lunch in a small cooler or cooler bag with ice.
- Microwaves are not available to heat food.
- Clearly label lunch bags with child's name.
- No glass bottles or glass containers should be brought to camp.
- Water is available at lunch and all day.

A snack is provided each afternoon. Snacks are generally less than 300 calories and include fruit juice or water to drink. If you wish to send snack items with your child to camp you are welcome to do so. Please follow the same instructions as for lunches.

Please make sure we know about any food allergies or intolerances before the first day of camp.

Handwashing: Children are directed to wash their hands prior to getting/preparing lunch or snacks and after using the restroom.

PARENT INVOLVEMENT

Communication: We encourage parents to communicate daily with staff members at camp. We believe this builds a positive relationship that greatly benefits your child. In addition to this personal communication, parents can expect to receive emails from camp staff communicating upcoming events, field trip dates and times. Please check the bulletin board at the site for postings, snack menus, lesson plans and other pertinent information.

Concerns: If you have an individual concern, please discuss this with your Camp Director. If you feel you need further assistance in resolving any concerns after working with your Camp Director, please contact the Program Supervisor at 404-378-1082.

Evaluations: In addition to visiting, we welcome parent feedback on program procedures and encourage you to provide your input. We have worked with an evaluator to create a targeted evaluation system that relies heavily on your participation at the end of the camp session. Your participation in this written evaluation process helps us make changes to ensure we are providing the highest quality program for your child/ren.



Orientation Information: The camp parent handbook may be located online. The purpose of this packet is to familiarize both the child and the parents with the program policies and procedures.

As new families enter the program throughout the summer the Camp Director will facilitate introductions of the program staff and to the program's policies and procedures. Our bulletin board on site provides ongoing information to keep families informed about a variety of relevant topics, including staff names.

Special Events: Your camper's instructors or counselors may hold special events during the camp session that are typically held during the afternoon hours. These events give the parents a chance to get to know their site staff and see and experience the variety of activities your children are engaging in during our program. Families are encouraged to participate in these events.

HEALTH and WELLNESS PROCEDURES

Parent Questions and Comments

If you have any special concerns or health needs regarding your child, please discuss these with camp staff immediately so that we may be best prepared to fully serve your child. We cannot adequately support your child's safety at camp unless you share all relevant behavioral and medical information that might affect him/her during his/her time with us. Thank you for working with us to provide the very best care for your child.

Let Us Be Your Parenting Partner

Our Camper Health record including the Asthma Action Plan, Food Allergy Action Plan and Camper Health History Form contains space for personal information regarding your camper. We would like to take a moment to talk with you about this important information.

Some parents hesitate to provide camps with personal information about their camper's behavior or past experiences. Some fear the information may be misused, while others are concerned about their child being labeled, singled out or treated differently. All parents want to see their child have a strong, fresh start at camp, unencumbered by past problems.

As seasoned camp professionals, we appreciate these concerns. We also know how invaluable such information can be in assisting us help your child make a smooth and happy adjustment to camp as possible – something we know all parents want, too!

Having a prior knowledge about a learning difficulty, ADHD, sensitivity to lights or sounds, medical condition or recent loss or major change in the family or child's life makes a tremendous difference in helping us be sensitive to your child's need for patience, understanding and reassurance – especially in the first few days of camp.

This is especially true for children who have an attention problem or who are nervous about new situations. Many parents fear that a camp will not accept their children if they are completely forthcoming about these situations, yet children need us to be partners with you in planning for a safe and successful summer.

Furthermore, children often use their behavior rather than their words to tell us something is bothering them. Having advanced knowledge of areas that might be difficult for your child helps us understand the message in their actions. The better we understand your child, the more we can assure you of a better summer for your child.

Our commitment is to use such information only to help your child adjust to camp. It will only be used at camp

when/if necessary and then only with discretion and your prior knowledge.

Remember, when faced with challenges, we can help your child have great success if you help us. We encourage you to make us a full partner in planning for your child's summer. Please contact the Camp Director before camp and set your camper up for a successful camp experience.



Participant Essential Functions

In order to attend the City of Decatur day camps, campers must meet the following essential functions:

- Able to move independently from place to place
- Able to effectively be a part of and interact in a group. Our group ratio of 1:12 prevents us from being able to provide one-on-one supervision.
- Be able to meet personal needs including but not limited to toileting, diet management, etc.
- Capable self-manager of chronic illness
- Can communicate needs and is able to understand and follow instructions in order to comply with the camp's safety expectations.

Essential Forms

Each camper must have a completed Camper Information and Release Form and Health History Form on file. Campers may not attend sessions if the forms are not completed. Please be sure all information is accurate and complete.

Address and Phone Numbers: Please inform CYC in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately. Also, if you are going out of town please let us know as this will allow us to quickly contact someone on your emergency pick up list.

ILLNESS and INJURY

Children must be healthy enough to participate in the program's daily routine. We do not have facilities to care for sick children and therefore do not allow them to attend the program. Please keep your child home at least 24 hours until they feel better and are no longer contagious.

In the case of your camper becoming ill at camp you will be contacted to pick up your camper. Examples of possible illness are:

- A temperature of 100 degrees or more
- Diarrhea or vomiting

- Copious respiratory secretions (especially yellow or green secretions)
- Eye discharge
- Severe coughing
- Change in behavior, lethargy, inability to focus

In the event that we find your child to have any of these symptoms we will contact you to pick them up. It is imperative that we maintain a current contact list in case of emergency. Please notify us regularly of any changes in phone numbers or emergency contacts. Children with communicable diseases will be readmitted to the program once free of all symptoms for 24 hours. Our policy supports your child's recovery from illness, by reducing his/her exposure to other children, and also allowing time for him/her to rest and recover. This policy also helps to prevent illness in other children, by reducing exposure risk. Our counselors support infection control policies by encouraging frequent hand washing, by cleaning shared items, and encouraging "vampire sneezing and coughing."

Accidents/Emergencies: In the event that a minor injury occurs, basic First Aid will be administered by staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the health log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your instructions on both the registration and health forms. Please keep these forms updated. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for necessary treatment.

In general, in the event of a major injury or a health problem arises and professional medical care is required, the following steps will be taken:

- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- Immediate First Aid will be administered by the camp staff.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact arrives.
- The incident will be described in writing on the CYC incident/accident report.

The City of Decatur does not incur the cost of medical treatment or transport and it is imperative that you indicate on your child's health form what type of health insurance you carry.

Allergies and Food Restrictions: We will try our best to make reasonable accommodations for children with severe allergies. If you are aware that your child is severely allergic to certain foods or has food restrictions,

it is your responsibility to notify the Camp Director in advance so we may take proper precautions.

Please complete the Food Allergy Action Plan form, located on our website, to indicate what steps should be taken in case of reaction.

MEDICATIONS

We will not administer prescription or over the counter medication to your child except in case of a lifesaving medication such as Epi-Pen or asthma inhalers.

Lifesaving medication will only be dispensed with written consent from the parents.

- Complete the Food Allergy Action Plan or Asthma Action form.
- Medication must in the original container and be labeled with the child's name, the name of the medication, the dosage amount, and the time or times to be given.
- Hand all lifesaving medication to the Camp Director in a labeled zip lock bag. Children are not allowed to keep medications on their person, in their lunch bags or backpacks.

Exception: After a discussion with the Camp Director, it may be determined that a camper who uses an inhaler/EpiPen on an as needed basis may carry the inhaler/EpiPen in his/her backpack to all activities. The parent and Camp Director will determine if the child can take on this responsibility. In this situation, we recommend a second inhaler/epi-pin remain with the Camp Director in case the other one is misplaced.

- All medications will be locked up while at camp or maintained by a staff member when away from camp and given to your child when needed.

ENVIRONMENTAL PROCEDURES

Air Quality: In the event of a measured (not forecast) orange or higher rating for air quality by the EPA at www.airnow.gov we will move all activities indoors.

Bug Spray: Should your child be required to use bug spray while participating in the program, the following procedures will be followed in accordance with CYS policies:

- Keep the insect repellent in the original container, labeled with your child's name.
- Staff will remind children to apply bug spray as needed.
- Staff will assist campers 5 to 8 years old in applying bug spray at parent's request. All children that are 9 or older will be expected to apply their own bug spray or ask a counselor for assistance in applying spray or stick.

No Tobacco, No Vaping, No Pets, Drive Slowly

Thank you, in advance, for respecting our facilities when you visit. We ask that you leave your pets at home, do not use tobacco or vape devices while on the property.

Smoking or vaping is prohibited inside the buildings where our programs are held or outside in activity areas where our participants are located.

As you drive in and out of parking area please keep the children in mind and drive slowly.

Sunscreen: Should your child need to use sunscreen while participating in the program, the following procedures MUST be followed in accordance with CYS policies.

- Keep the sunscreen (spray or sticks) in the original container, labeled with your child's name.
- Staff will remind children to apply sunscreen at scheduled times.
- Staff will assist children 5 - 8 years old in applying sunscreen at the parent's request. All children that are 9 or older will be expected to apply their own sunscreen or ask a counselor for assistance in applying spray or stick.

Inclement Weather Procedure: In inclement weather campers will participate in camp activities inside. During light rain showers without thunder or lightning, we will continue our normal programming.



CAMP PROGRAM

Legacy Park Day Camp is divided into three program areas that will offer a variety of activities for campers to learn and explore each week at camp. The best part is campers get to go to all three areas! Campers are allowed to choose camp activities that interest them within the Camp Activity Area.



Camp Activity Area 1: S.T.E.A.M. Team

Campers will explore their creative talents through innovative, hands-on science, technology, visual, digital, and performing arts, and math activities that focus on allowing youth to be creative and innovative while learning

and applying 21st century skills. The campers will be building, designing and creating all week long.



Camp Activity Area 2: Team UP

Campers will enjoy plenty of active play through various sports, team building activities, and outdoor games and challenges that will focus on teaching campers how to apply the principles of teamwork, character,

healthy lifestyle, and self-discipline in their everyday lives.



Camp Activity Area 3: Green Team

Campers will learn the true essence of nature by getting into our natural area and taking part in activities like gardening, fishing, archery and outdoor living skills. They will be getting dirty!

Daily Schedule for Legacy Park Day Camp

8:00 – 8:45 a.m.	Check in and group free play
8:45 – 9:00 a.m.	Morning Circle
9:00 – 10:00 a.m.	Camp activities
10:00 – 11:00 a.m.	Camp activities
11:00 – 12:00 p.m.	K-2 Lunch and 3-5 Free Play
12:00 – 1:00 p.m.	3-5 Lunch and K-2 Free Play
1:00 – 2:00 p.m.	Camp activities
2:00 – 3:00 p.m.	Camp activities
3:00 – 3:30 p.m.	Snack and Power of Play
3:30 – 3:45 p.m.	Camp Closing
3:45 – 4:00 p.m.	Pick-up
4:00 – 6:00 p.m.	Aftercare

E Camp campers explore topic-based activities in a small group setting led by CSD teachers or community instructors. Some camps have performances and/or opportunities for parents to see what they have been learning. Times and dates will be posted at camp.

Daily Schedule for E Camp

8:00 – 9:00 a.m.	Check-in and free play
9:00 – 11:00 a.m.	Activities

11:00 – 12:00 p.m.	Lunch and outside time
12:00 – 2:00 p.m.	Activities
2:00 – 3:45 p.m.	Activities and snack
3:45 – 4:00 p.m.	Closing activities and check-out
4:00 – 6:00 p.m.	Aftercare

FIELD TRIPS – **CANCELLED for 2021**

Campers will take a trip (not E Camp), on a school bus, during sessions when a field trip is planned. We ask that campers wear their camp shirts that day to help identify us as a group. Plan on bringing a lunch for the field trip unless you are notified that lunch is included in the trip.

All camps may take walking trips with advance notice to parents posted at camp.

Field Trip times will be published in advance to parents/guardians. We ask that your child arrive to camp prior to the departure time to ensure our arrival at destinations on time. Many of our Field Trips involve specific entry or tour times. Please help us be on time to all our destinations! If you are running late due to an emergency, please contact our office to keep us updated. We cannot hold the bus for you; however, you may choose to transport your child to the field trip destination yourself and sign him/her in with the camp staff upon arrival.

Road traffic is uncontrollable; because of this we may not arrive back on time. Parents will be notified by email if the bus is running late, if our pick up location changes or we encounter an emergency. Please allow the camp staff to get your child safely off the bus and signed out properly so we can ensure the safety of all the campers.



TRANSPORTATION

Field trips are taken on school buses contracted through City Schools of Decatur. Field trip days will be sent to parents prior to camp. Parents **may not** ride on the bus/van with the children. Occasional trips may be taken via City van (Multi-Function School Activity Bus) with an approved driver.

Bus/Van Riders Code of Conduct

Parents please review this with your camper.

- Attendance will be taken while boarding and at destination.
- Remain seated throughout the trip.
- Leave your seat only when the bus has reached its destination and comes to a complete stop.

- Keep your back pack and belongings on your lap or put them under the seat.
- Always keep the aisle clear.
- Do not talk to the driver except in case of an emergency.
- Avoid doing anything that might disturb or interfere with the driver.
- Do not talk loudly or yell. Be courteous at all times.
- Never stick hands, arms, head or feet out of the window.
- Do not open windows without the driver's permission.
- Do not throw anything within the vehicle or out of a window.
- Do not touch the emergency door or exit controls or any of the safety equipment without the driver's permission.
- Do not discard garbage in the vehicle.
- Do not eat or drink in the vehicle, with the exception that campers may drink water from plastic water bottles.

Teen Drivers

Junior Counselors, LIT's and teen campers are permitted to drive personal vehicles to and from camp.

They are not permitted to:

- leave the campsite at lunch and must stay on camp property
- transport other campers
- provide rides to other staff members
- ride in personal vehicles with adult camp staff

CAMP PROGRAM – PARTICIPANT BEHAVIOR

Expectations of Participants

Campers are entitled to a pleasant and safe environment while participating in day camp. We know that everyone is not always going to get along or agree on things, especially when competition is involved. However, we expect that these disagreements will be handled in a non-violent and non-threatening manner. We want everyone at camp to feel that they are in a safe environment where they are valued. All campers should use their number one resource when an unexpected altercation happens, that is to self-report to a counselor right away.

Please review with your child daily the types of behaviors that we expect as outlined below and discuss their importance in order for your camper to have a successful time at camp.

Be Friendly: Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. Show and give respect to each other in our camp group. If we listen to others; they will listen to

us. Use please and thank you often when working with others.

Be Inclusive: Teamwork and cooperation will be the basis for including everyone. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs. Show respect. Keep your hands and feet to yourself at all times. Keep touch positive.

Build Community: We encourage each child to make new friends, play with old friends, learn new games, try something new, build skills and just have fun. The proper use and cleanliness of the camp area, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support to respect the environment, put up supplies, and put trash in the trash cans and avoid intentionally causing damage to camp property. Be responsible for your words and actions. Be responsible for personal belongings. Stay in program areas with your counselor – running away is not acceptable. Cooperate with staff and follow directions so everyone can be safe and have fun.

On the first day of camp of each session, all camp expectations and guidelines will be covered and explained by the camp staff. Please review the following rules with your child:

General Rules

- Listen to the staff and follow their directions
- During camp time, campers should remain in their camp group unless given permission to leave
- Campers should not be alone at any time while in camp
- No cell phones or electronics are allowed.
- Please respect nature, do not pick leaves, grass or harm plants or animals.
- Please do not throw sticks, stones or other objects
- Keep camp clean. This includes picking up litter, no writing graffiti, and returning camp equipment to a counselor
- No fighting. If you have a problem, walk away from the situation and tell a counselor.
- Appropriate footwear must be worn at all times.
- Campers should always strive to be caring, honest, respectful and responsible.
- Hallways are quiet places where there is no running/eating/horsing around.
- Follow playground rules.

Code of Conduct

We are committed to providing a safe and welcoming environment for all of our participants and guests. To ensure the safety and comfort of all, we ask individuals to act appropriately while they are in our facility or

participating in a CYS program. This applies to staff, campers and their parents. We expect persons to behave in a mature and responsible way and to respect the rights and dignity of others.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a general accepted standard of conduct. Specifically this includes:

- Angry or vulgar language including swearing, name calling and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which extends to or results in the theft or destruction of property;
- Carrying or concealing weapons or devices that may be used as weapons.

Please be responsible for your own personal conduct and safety. If someone's behavior threatens your personal comfort or safety, please ask that person to refrain and tell a counselor. Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help!

CYS Administration will investigate all reported incidents. Dismissal from a program may result from any violation of the code of conduct. No refunds will be given.

Discipline Policies

Our staff will work with children to help them resolve their own conflicts at camp. Parents will be informed of any safety related concerns, willful harm infractions, or any repeated rule infraction by their child. Children with repeated disciplinary incidents relating to safety will be suspended. Children who continue to behave in unsafe or harmful ways at camp may be expelled.

Behavior Management Plan: If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child.

Search: Backpacks brought to camp can be searched at the discretion of the camp director or other supervisor.

Financial Responsibility: Parents/guardians will be held financially responsible for any damage caused by the willful misconduct of their child.

Rules and Consequences: Our summer camp program is structured to provide your child with a safe, supportive and positive environment in which to learn and grow. We



try to allow many avenues for creativity, freedom of choice and new experiences. The summer camp staff is trained to utilize conflict resolution and violence prevention skills to help children to resolve their own problems.



Your child's safety is our primary concern. We want children to be safe in activities and kind to other people and things around our program. We want to clarify our conduct/consequences protocol with you and hope you will review it with your child. It outlines our course of action in case of problematic behavior.

Minor Infractions to Rules (Non-Safety): After minor infractions to rules an initial warning is given for inappropriate behavior and an explanation for the existence of the given rule – with an emphasis on safety – will be offered to the child. Children are encouraged to work out their frustrations and to talk with others to resolve their conflicts. The "Time Out" system will be used, when required. If the conflict cannot be resolved or an inappropriate behavior is repeated, children will sit out for an appropriate amount of time to "regroup and rethink" (usually 1-10 minutes), then will be allowed to rejoin the group. Children will be encouraged to "work out and solve" problems as well as accept responsibility for their actions. Logical consequences will result from unacceptable behavior.

Safety Infractions: Following a safety-related rule infraction, more immediate consequences will be imposed. Staff will intervene immediately, rules are reiterated and a time out is likely to be given in order to allow a child the opportunity to calm down and reflect on the safety rules in question. Counselors will discuss the importance of the safety rule with the child, assure understanding, and allow the child to rejoin the group after an appropriate amount of time. If safety rules continue to be broken, parents will be involved as allies in reinforcing rules with children. Continued infraction of safety rules may result in suspension or expulsion.

Willful Harm Infractions: A willful harm infraction, in which one child deliberately harms or tries to harm another child or staff person, will result in immediate consequences. Depending upon the seriousness of the violation a child will be disciplined immediately and appropriately and may be suspended for one or more days by the Program Supervisor. Parents may be asked to meet for a conference prior to the child's return to the summer camp program to help ensure that the child understands the program rules as well as the consequences of non-compliance. Any incident of willful harm may result in expulsion from the camp session(s) for the remainder of the summer.

Reports Will Be Made to Parents in the Event of:

- Destruction of property and inappropriate use of materials
- Running away from the camp site or field trip location or a staff member
- Being away from the group without a staff member's knowledge
- Repeated refusals to take necessary time outs
- Fighting or conflicts
- Engaging in inappropriate behavior or cursing
- Disregarding program safety rules
- Repeated or significant infractions of any rule or expectations.

Immediate Dismissal from Program:

- Physically harming children or staff and/or physically endangering lives
- Refusing to stop dangerous activities (throwing rocks or other objects, using them as weapons, etc.)
- Uncontrollable behavior
- Leaving the program without permission, or refusing to remain with the assigned group
- Theft, defacing or destruction of property
- Possession of weapons, tobacco, alcohol or illegal drugs
- Inappropriate touching of other campers/staff or sexual misconduct

Note: We want to keep you informed of your child's positive accomplishments as well as his/her negative behavior. We strive to be accessible to your questions and suggestions as we value your opinion. Please feel free to speak with us about your concerns or questions.

RIGHTS AND RESPONSIBILITIES OF CHILDREN, YOUTH, AND FAMILIES

Child Care Licensing Information: The City of Decatur's summer camp programs are exempt from child care licensing by the State of Georgia because the programs are operated by a government agency. As a result, the programs are not licensed childcare programs.

Confidentiality: Information about our participants is kept at each program site in a locked space and at the Legacy Park Administration building for quick access in case of emergency.

Release of Confidential Information

- In the event of suspected child abuse or neglect, the City of Decatur will release confidential information regarding children and families to DCFS and/or the police department without the knowledge or consent of the family.
- Written information about incidents and/or accidents involving your child/ren may be requested in writing to CYS administrators. Depending on the nature of the information requested, an Open Records Request following the City's process may be required at the discretion of CYS administrators. Identifying information about children other than your own child(ren) involved will be redacted prior to the release of information.

Fair and Equitable Treatment: Children, youth and families have the right to fair and equitable treatment including the right to be treated in a non-discriminatory manner; and the freedom to express and practice religious and spiritual beliefs. Children and youth have the right to receive individual attention for social, physical and emotional needs in an atmosphere which treats them with dignity, fairness and consistency.

Grievance Procedures: In the event of a problem at the program, you should first talk with the staff person most closely involved. If a satisfactory resolution is not achieved, children, youth and families should follow the supervision hierarchy for Children and Youth Services as follows: Counselor → Camp Director → Program Supervisor → Assistant Director → Director. Children, youth and families may contact any person in this supervision chain to request assistance resolving a problem or concern. If a resolution is not achieved through this process, children and youth and/or their families have the right to file a formal grievance in writing without fear of interference or retaliation. The Director of CYS will notify the family of resolution in writing and provide an explanation of any further appeal, rights or recourse. In a situation where the Director was involved in the decision about which the grievance is filed, the Assistant City Manager will serve as the unbiased reviewer of the situation and will notify the family of the resolution in writing, providing an explanation of any further appeal, rights, or recourse.

Parent/Family Conferences

Parents and families may request a conference at any time with CYS staff members. At times a conference may be requested by CYS to discuss problems or concerns relating to a child or youth. Parents/guardians may opt not to participate in a parent conference when called by the program; however, parents should be aware that this may

result in more immediate suspension or expulsion from the program.

Responsibilities of Children:

- Abide by camp and program rules and expectations
- Treat others with respect
- Communicate with program staff about personal needs and interests and ask for help when needed
- Items Not to Bring: cell phones, electronic games, weapons of any kind, money, toys or other items of value. The City of Decatur is not responsible for lost or stolen items.

Responsibilities of Parents:

- Keep the program informed about their child's medical, physical, academic or other types of needs as well as current contact information.
- Adhere to camp rules and program policies whenever at the program including use of appropriate language, a civil tone of voice, and calm demeanor. Parents/guardians who do not fulfill these responsibilities should know that their child may be removed from the program based on parent misbehavior.
- Support the program in reinforcing expectations for children's behavior while in the program.

Responsibilities of the Camp Program:

- Inform families of any research to be conducted on behalf of or during the program and obtain consent from parents/guardians and assent from children and youth regarding participation in any such research.
- Provide high quality events and activities.
- Provide parents/guardians with assistance in understanding program policies, procedures and expectations.
- Keep parents informed about any challenges, issues, accomplishments, concerns or other topics related to the success of each child in the camp environment.
- Help parents feel welcome and receive any feedback with attentiveness and professionalism.
- Make reasonable efforts to address the written and oral communication needs of all families served.
- Conform to the legal requirements of a mandated reporter by making confidential reports, including family information, to the Department of Family and Children Services in any event of suspected child abuse or neglect.

We look forward to working with you and your child during camp this summer!