



# **Camp Policies & Procedures**

Cherokee Recreation and Parks Agency

[www.crpa.net](http://www.crpa.net)

770-924-7768

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# Camps

## Mission Statement

Cherokee Recreation & Parks Agency (CRPA) Camps strive to provide all participants with high quality recreational and instructional experiences that will be beneficial throughout their lives, as well as provide fun in a safe atmosphere, conducive to the growth of each child. CRPA Camps offer an opportunity for children to build personal/social skills through team work, individual or group interaction.



# Enrollment and Registration

## **Enrollment:**

To enroll your child in person visit the Recreation Center office located in the Smith L. Johnston Government Complex at 7545 Main Street, Woodstock, GA 30188, middle building.

Office Hours: Monday-Thursday 9am-8pm; Friday 9am-5pm and Saturday 9am-2pm

You can also register online at [www.crpa.net](http://www.crpa.net), click Register Now. Please login with your current account. If you do not have a current account, create one entering yourself first marking you the account holder followed by any children.

Specific Camp Registration dates are advertised in our quarterly catalog, *Play Cherokee*. The catalog can be found at our website, at the Recreation Center. If you would like to be added to our mailing list call 770-924-7768.

## **Age Requirements:**

CRPA offers a variety of camps within the age range of 5-18. Each CRPA camp has specific age requirements. The age control date is the first day of camp. Age requirements are included in the write-up for each camp found in the *Play Cherokee* catalog.

## **During Registration:**

Parents are asked a variety of questions during registration to ensure your child's safety and success in the program (i.e. authorized pick-up individuals, emergency contact, allergies, any special accommodations or special needs, current medications, etc.). Please be thorough in answering all questions.

## Deposits & Payments

### **For Adventures Express & KAOS Camp Only:**

During enrollment a \$30 non-refundable deposit per week/per child is due. This deposit will be applied to the total balance for each week. Final payments are due no later than the Monday of the week attending by 6:30pm. This deadline is to allow for quality programming, staffing and transportation scheduling. You may also opt to pay for all the weeks in advance.

ALL registration is on a first come, first serve basis. **We do not offer partial week rates. Whether you come one day or all five you pay the same price.** Your fee includes a t-shirt, seven hours of coordinated supervision for the participants, supervision for before and after hours, transportation during program hours, equipment and other supplies, guest speakers, field trips and activities. Camp spots are limited, so do not delay.

### **Where do I make payments?**

Payments can be made two ways: 1) Cash, Check or Credit at the Recreation Center Front Desk or 2) at [www.crpa.net](http://www.crpa.net), click Register Now to login. A 3% processing fee is added to all credit/debit payments.

### **Late fee for non-payment:**

All accounts must be paid in full by the weekly 6:30pm Monday deadline, or late fees will be assessed. LATE FEES: A \$10.00 late payment fee will be charged, per child, per day attending. Your child will NOT be able to attend camp during the week in question, until the balance has been paid.

### **Credit/Refund Policy:**

All refund/credit requests must be completed in person during regular business hours and must be submitted at least five (5) working days prior to the beginning of the camp week. Refund checks may take 2-4 weeks for processing. See Appendix A for information on Adventures Express and KAOS Camp.

### **All Other CRPA Camps** (i.e. Waterlogged, Break Camps, Fishing, Softball, etc.)

Payment in full is due at the time of registration.

# Daily Camp Operations

## **Checking your child in and out of care:**

Drop-off and Pick-up times/locations for all camps is noted in their *Play Cherokee* write-up. Children must be signed into and out of camp each day. Parents/Guardians have indicated via the registration process who is authorized to pick up their children. Camps will have your child's authorized pick-up list and will check ID's for accuracy.

## **Late Pick-Up Fee:**

CRPA reserves the right to charge a late pick up fee, which is assessed beginning at 1 minute past the pick-up time. The fee is \$10.00 for every 15 minutes (per child) that a child is left at camp. Payment is due upon arrival. If payment is not received, the child cannot attend the program until payment is made in full. If camp staff has not been contacted by the parents about a late pick up, the police will be notified at 30 minutes after the pick-up time. When the police arrive, the participant(s) will be turned over to their custody.

## **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. Please let us know if your child has any special needs or accommodations as well.

The various camps utilize different ways to communicate with parents (i.e. Weekly Newsletters, emails, calendars, signage, etc.). It is your responsibility to fully and completely read communication.

## **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 camp experience is a success for every child.

## **Camper Attire:**

Clothing should be appropriate for the weather conditions and activities planned for each day. Please remember to label all of your camper's belongings in permanent ink.

## **What to bring to camp:**

We suggest you send your child's belongings CLEARLY labeled with his/her name and phone number. **The program is not responsible for any lost, stolen or damaged items, INCLUDING MONEY.**

Each camp will have its own requirements for what to bring. Typically that would include:

- A packed lunch with a drink (please don't send perishable items unless in an insulated lunch box)
- 2 snacks plus drinks
- Refillable water bottle
- Sunscreen
- Extra change of clothes, including socks

Staff will not accept any money from parents for the purpose of buying lunch for a child nor will they hold money for a child.

**What to leave at home:**

Please make every effort to ensure that your child is not bringing any electronics to camps. Toys are fine for quiet time and free play where applicable but NO ELECTRONICS (including cell phones). Cell phones will be confiscated and returned to a parent end of day. This protects your child as well as other children and the staff.

**The First Day:**

The Monday of each camp is very important to camp operations. You want to make sure your child is at camp each Monday by the correct time. This is when we will take roll, introduce staff and go over the rules and activities for the week.

**It is important that every camper attends the first day so that he/she will be familiar with the program.**

## Safety

**Staying Hydrated**

Parents are encouraged to only send water or sports drinks with their children during camp. All camp locations, including field trips, have access to drinking water.

**Sunscreen:**

Staff takes every precaution in keeping your child from receiving a sunburn. Please send sunscreen with your child every day. The camp does not have sunscreen in stock to provide. The staff will make sure children have sunscreen on when they go outside. The staff can only apply sunscreen with written permission from the parents (agreed upon during registration). Please apply sunscreen in the mornings and we will reapply in the afternoons.

**Visitors at Camp:**

No visitors are allowed at camp or on field trip locations. No exceptions!! This is for the safety, privacy and protection of all campers.

**Lost Child:**

Campers going on field trips during camps are provided with a wrist band including our agency name (Cherokee Recreation & Parks Agency) and the Recreation Center's phone number (770-924-7768).

Parents are encourage to educate their children that if lost inform an adult employee of the field trip location and remain with that person until found.

In the event a child is missing for more than 30 minutes, a parent will be notified.

**Playgrounds:**

All CRPA playgrounds utilized by camps are inspected and maintained by a Certified Playground Safety Inspector (CPSI).

**Severe Weather:**

Cherokee County utilizes the Code Red weather alert system. When severe weather arises and alerts are sent, camp staff will move children to the safest, interior location at that particular campsite. When on field trips, camp staff will follow the procedures of that location.

**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 doctors/hospital. (Parental release for camp staff to act in an emergency situation is indicated during the registration process). Parents/guardians are responsible for providing medical insurance covering injuries for participation in any CRPA program.

**Illness:**

A child's health is a matter of major importance to all of us. 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 goes home with a fever of 99.9 or higher, they cannot return to camp until they are fever free for at least 24 hours. You still have to pay for those days.

For major 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.



# Camp Activities

## **Activities Offered:**

During the various camps children may participate in a variety of activities including, but not limited to sports, organized indoor gym games, organized outdoor games, playground time, special events, field trips, fishing/outdoor activities, etc.

## **Movies:**

Movie time is permitted during certain camps. Staff will monitor the viewing directly and if at any time it becomes inappropriate, staff will no longer allow the children to watch the program. CRPA only shows G and PG rated movies.

## **Outside Play:**

Children will spend significant time outside during camps when weather conditions are appropriate. Shaded areas are provided at all camp and field trip locations.

## **Water Activities:**

When applicable, parents will be asked for permission if their children can swim. It is a parent's responsibility to notify camp staff of any concerns of your child being in/around water.

Pools/Water Parks utilized during camp provide employed, certified Lifeguards. Staff supervision encompass both some staff inside the water and some out.

## **Photography/Video Policy:**

On occasion, CRPA may photograph or videotape registrants, participants and spectators in Agency Programs. Such images/videos are for Agency use only and may be used in publications, flyers, websites, etc.

# Meals and Snacks

## **Parent Responsibility:**

Unless provided during a field trip, children MUST bring their own lunch, drinks and 2 snacks each day. Please provide water and sports drinks only. A re-fillable water is recommended.

## **Please Remember:**

We do not have access to a refrigerator, freezer, or a microwave. Please plan and prepare your child's lunch accordingly so his/her food does not spoil. We recommend that you use an insulated lunchbox to keep the food from spoiling. We do not allow parents to bring fast food during the lunch hour!

### **CRPA Provided Food/Snacks:**

At times campers will be provided meals or snacks as a part of the program. All ingredients/meals/snacks are either purchased from a grocery store or restaurant/food cart with a current food service permit.

## **Behavior Management & Discipline**

With prior knowledge, via the registration process, parents and children are made aware of the basic guidelines of safety and good conduct. Regardless of the situation, each child is accountable for his/her own actions. 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 camp participant:

- 1) Children must stay within the designated camp area. At no time should they leave the group without a staff person.
- 2) Children will not be allowed to use foul language, be repeatedly rude or discourteous to staff or peers.
- 3) 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 is not tolerated. Stealing will not be tolerated.
- 4) Parents will be financially responsible for any destruction/defacing to the facility by their child.
- 5) 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, etc.)
- 6) Children will be expected to listen, respect and follow directions given to them by staff.
- 7) Children must be able to keep their hands to themselves and not violate another person's personal space.
- 8) Absolutely NO drugs or drug related activity/clothing or any item intended for use as a weapon will be allowed.
- 9) **Absolutely NO cell phones, tablets, walkie-talkies, Game Boys or other electronic games or gadgets will be allowed at camp!!! If found, they will be taken up and given to the parent at the end of the day. If we see them twice, they will be written up.**

### **Discipline:**

In order to provide a FUN and SAFE environment for your child while participating in the camp program, the following discipline procedures have been established:

\*When unacceptable behavior occurs, the child will receive

STEP 1: VERBAL WARNING

STEP 2: "TIME OUT" system will be used. A staff member will explain to the child why he/she is being placed in timeout. Length of timeout will be the child's age.

STEP 3: A written CONDUCT REPORT will be presented to the parent and child, explaining the unacceptable behavior.

STEP 4: A second CONDUCT REPORT will be issued

STEP 5: A third CONDUCT REPORT will result in an immediate expulsion. If a child is expelled from camp, he/she can't return for one full year.

\*When physical confrontation occurs including, but not limited to kicking, punching, hitting, spitting, etc. the child will receive a written conduct report that can result in immediate expulsion.

When discipline problems arise, our staff will contact the parent or guardian during or immediately following the program. Our goal is to provide a quality program for all participants.

**CRPA reserves the right for immediate dismissal of any child.**

## **Transportation**

### **Vehicles:**

All campers are transported during field trips in either Cherokee County Board of Education school buses or Cherokee County Parks and Recreation Agency buses/vans.

### **Drivers:**

Drivers must maintain a valid driver's license for the vehicle they are driving. All drivers are background checked and have passed their respective agencies requirements for operating an agency vehicle.

### **Seatbelts:**

Seatbelts are required for all campers in vehicles with belts provided.

### **Camper Headcounts:**

Before departure from camp or a field trip location, camp staff will perform a headcount before entering the vehicle and before departing.

## Staffing Information

### **Counselor: Camper Ratios:**

The ratios for CRPA camps vary depending on the ages of campers, activities included and group set-up. Ratio questions can be directed to the Coordinator of each camp. All camp ratios exceed the recommendations of the GA Department of Early Care and Learning.

### **Requirements for Staff:**

Our staff is chosen carefully to ensure the participants will have a fun, safe and memorable experience during the program. We hire individuals that have experience in education, babysitting and/or recreation and who have a sincere interest in the welfare of the children. A minimum of 50% of camp staff are certified in CPR/First Aid/AED are present during all camp hours. ALL staff are background checked and drug tested prior to employment.

## Mandated Reporting of Child Abuse

### **Who Can Report?**

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 be made to the proper authorities.

CRPA has a written policy on how to properly report suspected child abuse.

## Contact Information

### **Main Office:**

Cherokee Recreation and Parks Agency  
7545 Main Street Bldg 200  
Woodstock, Ga 30188

Main: (770) 924-7768

Fax: (770) 924-7890

[WWW.CRPA.NET](http://WWW.CRPA.NET)

# **Appendix A**

## **Adventures Express Summer & Kinder Camps / KAOS Camp**

### **Age Requirements:**

Adventures Express Kinder Camp (Ages 5-8) – A camper must be 5 years of age by the Monday of the week he/she plans to attend. Parents may request that a 9 year old remain in the Kinder Camp for one more summer.

Adventures Express Camp (Ages 9-12) – Children turning 13 over the course of the break may complete the entire summer camp.

KAOS Camp (Ages 6-22) – A camper must be 6 years of age by the Monday of the week he/she plans to attend. Campers turning 22 over the break may complete the entire summer camp.

### **Drop off/Pick up for Adventures Express:**

There will be a staff member at the drop-off/pick-up area for you to leave your child with. DO NOT just drop your child off at the curb. You must come in to sign him/her in and also to sign him/her out at the end of the day. Parents are not allowed in the gym during drop off and pick up hours.

Drop off is between 6:30am and 9:00am. Coordinated camp activities take place between 9:00am and 4:00pm. Your camper is considered late if they arrive after 9:00am. Most field trips leave between 9-10:00am, and we use that hour to prepare everyone for the trip. If your child misses the bus, it is your responsibility to find alternate care for that day. You may not bring your child to a field trip location.

Pick up is between 4:00pm and 6:30pm.

### **Drop off/Pick up for KAOS Camp:**

Drop off is between 8:45am and 9:00am. There will be a staff member at the drop-off/pick-up area for you to leave your child with. DO NOT just drop your child off at the curb. You must come in to sign him/her in and also to sign him/her out at the end of the day. Parents are not allowed on the stage during drop off and pick up hours.

Pick up is PROMPTLY at 3:00pm.

### **Permission to pick up:**

Only individuals, including parents, on a child's authorized pick up list can check him/her out of camp. A note, IN WRITING, can be provided to camp staff allowing permission for someone not on the list to pick up. Camp staff will not let your child leave with someone without permission. Staff will check the ID's of everyone until they establish a familiar relationship with you. Please be patient with our staff as they ensure the safety of your child.

**Cancellation for AE/KAOS Camp:**

If your child is unable to attend one of the weeks he/she is PAID IN FULL for, **with at least a five business day notice, you can receive a refund of \$95 (we deduct the \$30 deposit and a \$5 refund processing fee) or a credit of \$100 (less the \$30 deposit).** We will not move your weekly deposits to other weeks.

**Payment Waivers for KAOS Camp:**

CRPA does accept pre-approved waivers. The \$30 non-refundable deposit still applies to those receiving a waiver and must accompany the paperwork at registration in order to secure a spot in camp. Each Thursday that your child attends camp, CRPA will email an invoice for the outstanding \$100 balance to the camper's parent. **THE PARENT IS RESPONSIBLE FOR SUBMITTING THE INVOICE TO THE WAIVER COMPANY.** CRPA understands that payment may not be received for 2-3 weeks. If all balances are not paid in full by September 15, the parent is responsible for the outstanding balance. Failure to pay will result in your account being submitted to collections.

**Agendas and Newsletters:**

Each week, camp staff will provide an informational newsletter to parents. Please make sure you take it home and read everything. It will include field trip information, special events, camp staff information, contact information and any special instructions for that week. Newsletters will be provided each Friday for the following week.

**Field Trips:**

Please have your child wear his/her camp shirt on any day that they are scheduled to go on a field trip. **If for some reason you do not want your child to go on the trip, we do not offer refunds.** The field trips are fun and exciting experiences to enhance your child's summer. A few notes about field trips:

- Please make sure to read the weekly newsletter for specific information.
- On field trip days, PLEASE have your child at camp by 9:00am. We will depart at the scheduled time and need time to prepare and go over the rules.
- We will have the return time posted that morning.
- All campers **MUST** wear their T-Shirts and additional t-shirts are sold at a nominal fee.
- All kids must wear their CRPA wristband throughout each trip.

**Ratios:**

Adventures Express – 1:8 is our daily goal, but no more than 1:10 at any time.

KAOS Camp – 1:3