



Winterville Center for Community & Culture
371 N. Church St., Winterville, GA 30683

PARENT'S MANUAL FOR POLICIES & PROCEDURES

2019 "FOREST FANTASY" KIDZ DAY KAMP

July 22nd – 26th

Times: 9:00 a.m. – 4:00 p.m., Monday – Friday

Ages: 6-12

Group Size: 10 campers per instructor; maximum of 40 campers

ARTS & CRAFTS, MUSIC, DANCE, FITNESS, WRITING, GAMES

Registration Fee

1 child \$250 resident/\$300 non-resident*

2 children: \$200 per child/\$250 per child*

3 children: \$150 per child/\$200 per child*

We consider your child fully registered with a guaranteed spot when the following has been met:

- full payment of fee
- submission of required Registration & Medical Forms

*Resident Registration Priority

The City of Winterville has established a policy giving registration priority to residents living or working within the Winterville city. Please call our office to clarify if you are unsure of your status.

Resident Registration due date: July 1st

Non-resident Registration due date: July 7th

Refunds & Withdrawals:

The following policies apply for requested refunds and withdrawal from the program:

- Fees are non-transferable
- All requests to withdraw or receive a refund must be submitted in writing.
- Withdrawal requests received more than seven (7) days from the first day of class receive a 90% (10% administrative fee).
- Withdrawal requests received seven (7) days or less from the first day of class receive a 50% refund. No refunds are issued after the program begins.
- There are no refunds for days missed due to inclement weather, unless the class or event is cancelled by the Winterville Center for Community and Culture.
- If the Winterville Center cancels the day camp before it starts, you will be notified, and a full
- There will be a \$35 fee for all returned checks..



Age Requirements

Our program is geared to ages 6 through 12. To ensure a successful program experience for your child, program age requirements are established by the instructors and the program coordinators.

Medical Information and Authorization Form

We are concerned with the health and well-being of all children and adults who have contact with your child throughout the day. We request that you keep children who are potentially infectious at home. If a child becomes ill during camp hours, a parent or guardian will be required to pick them up within one hour of notification.

The medical information form must be turned in along with your registration form to the office prior to the first day of class/camp. Please list any medical problems, including any requiring maintenance medication (i.e. Diabetic, Asthma, Seizures). We do not have a medical person on staff therefore a parent or guardian must come to the Winterville Center to administer any medication to their child as needed or required. See Exceptions and Basic First Response below.

MEDICATIONS AT DAY CAMP:

Campers may not carry prescription* or over the counter (OTC) medications with them. Counselors may not carry medication for campers. Our staff has been instructed to confiscate any medication that is found with a camper other than what is described below in "Exceptions," and turn it into the Director who will then contact the camper's primary contact person on file.

*Exceptions: Asthma pumps and epi-pens. Even for these however, we must have a medication administration form on file. If your child requires an epi-pen, whether by choice or necessity, you are expected to provide that EpiPen and communicate this with the Director treating it as any other prescribed medicine according to our policies and procedures. Do NOT expect us to provide an EpiPen for you. Epi-pens are always to be kept on the camper's person.

Basic First Response

- First Response include(s) cold compress, Band-Aids, and soap & water to treat bumps and abrasions.
- Sunscreen and bug repellent should be applied prior to camp.

What to Bring to Camp:

In order to avoid food allergy and dietary situations, we are asking that parents please provide lunches and snacks. Please discourage your children from "trading" lunches or tasting someone else's food. Please pack healthy nutritious lunches/snacks and avoid anything with peanuts because of other children who are sensitive or allergic to nuts.

- Two snacks (preferably one being a fruit)
- Large sack lunch
- Water bottle
- Clothing appropriate for the weather
- Towel to sit on or for exercises
- Comfortable shoes
- Sun protection (to be applied prior to coming to Day Camp)
- Back pack or similar day pack to carry items
- Clearly mark your child's items, i.e. back packs, lunch bags, sweaters, etc. with their name.



What Not to Bring

- Any valuables and all electronics including cell phones. In an emergency, you may call the office 706-742-0823 or the Director's cell phone at 706-410-4073 to relay a message to your child.
- Candy/Soda
- Illegal Drugs
- Pocketknives
- Clothing Advertising Alcohol or Tobacco
- Clothing with Obscenities

Schedule:

This is an approximate schedule at this time and subject to change as needed contingent upon instructor and guest speaker schedules. Opening and closing remains the same.

- **8:45-9:00 am** Morning drop off Parent must walk their child to the Fantasy Forest room (102)
- **9:00 – 9:30 am** (1/2 hour) Morning Gathering
- **9:30-10:30 am** (1 hour) 1st Session
- **10:30-11:30 am** (1 hour) 2nd Session
- **11:30 am -11:45** (15 minutes) Snack & bathroom break
- **11:45 am – 12:30 pm** (45 minutes) 3rd Session
- **12:30-1:00 pm.** (1/2 hour) Lunch & Bathroom break
- **1:00 pm - 2:00 pm** (1 hour) 4th Session
- **2:00 pm - 2:15 pm** (15 minutes) Snack & bathroom break
- **2:15 pm - 3:15 pm** (1 hour) 5th Session
- **3:15 pm – 3:45 pm** (45 minutes) 6th Session
- **3:45 – 4:00 pm** Wrap up
- **4:00pm Afternoon Pick up** Parent/Guardian must come into the building to pick up their child/ren

LATE PICK-UP: If you pick up your child past 4:00 p.m., a fee will ensue of \$10.00 per child for every 5 minutes past 4:00 p.m.

Discipline/Misconduct:

Creating a safe environment is essential to our program. Disruptive behavior, physical aggression, violence, disrespectful behavior towards others or their property, theft or possession/use of dangerous items will not be tolerated and could result in immediate dismissal from the program. No refunds will be administered for early dismissal/suspension. Damage to equipment due to misbehavior will be at the expense of the parent.



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BULLYING

Bullying occurs when one or more children (the bully/ies) target a child (the victim), such that a reasonable person would recognize that the bully's action will physically or emotionally harm the victim insult/demean the victim or damage their property. Camp Administration has a zero tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in negative experiences for fellow campers. The camp staff reserve the right to suspend or terminate a camper's participation at any time for failure to adhere to the rules and values of camp. Please understand that there will be no refunds given to children who are suspended or terminated for behavior issues.

CAMP RULES

Children are always expected to display appropriate behavior. To assure the maximum enjoyment of the program by all participants, your child is expected to:

1. Be polite, courteous, and respectful to all participants, staff, and nature at all times.
2. Refrain from causing harm to self, other participants, and staff.
3. Use equipment, supplies, and facilities properly.
4. Stay with the group.
5. Listen quietly while others are speaking and wait for permission to speak.
6. Follow directions the first time they are given.