

# Adventure Camp

“Explore a better you”



## Mission Statement

“To provide the best indoor and outdoor atmosphere for children to learn valuable skills and make new friends through programs that are encouraging, educational, and fun.

## Adventure Camp

Adventure Camp is a summer camp for all children ages 6-10. Our staff endeavors to provide a variety of planned and supervised activities appropriate for each age group.

Some of our daily activities will include Arts and Crafts, Supervised Play, Creative Dance, Gym Play, Group Discussions, and Special Guest Speakers.

Your child’s safety is extremely important to us here at Adventure Camp. To ensure their safety, all participants must obey each staff member, all camp rules, and other employees of the Enterprise Parks and Recreations Department.

## Adventure Camp Sessions

Adventure Camp begins in June. Camp hours are 7:30 am – 5:30 pm, Monday through Friday. All holidays will coincide with the City of Enterprise holiday schedule. There will be no camp on July 3<sup>rd</sup>, 13<sup>th</sup>, or 14<sup>th</sup> and the cost of those sessions has been discounted.

- Session 1:** June 15 - June 26 (\$70)
- Session 2:** June 29th - July 10th (\$65)
- Session 3:** July 15th - July 24th (\$60)
- Session 4:** July 28th - August 7th (\$70)

## Camp Fees

<u>Pay per Session (Option 1)</u>	<u>Pay in full (Option 2)</u>
Ex: 1 Child \$70 payment (2 weeks)	1 Child \$265.00 (8 weeks)

\*Additional children will be discounted by \$5 each per session (only available for in-house registrations).

## **Payment Schedule**

The camp schedule is broken down into two-week sessions. For Session 1, you must at time of registration will secure your child's spot. You will need to make your payments on time according to the payment schedule to hold your child's spot for future sessions.

Camp Registration will begin June 1<sup>st</sup> and will continue until the program is full. The payment for the first two-week session is due at time of registration. A payment for the second session will be due two weeks following. Any child who has not made their full payment by the deadlines listed below will immediately be removed from the camp and replaced by a child on the waitlist.

### **Payment Schedule 2020:**

Session 1: Payment due at the time of registration

Session 2: Payment due by 8 AM on June 26th

Session 3: Payment due by 8 AM on July 10th

Session 4: Payment due by 8 AM on July 24<sup>th</sup>

## **Adventure Camp Rules and Policies**

1. Program hours are 7:30 AM to 5:30 PM. Please pick your child up on time so the center leaders can prepare for other programs scheduled throughout the center. After 5:30 PM, staff will no longer be available. If you fail to pick up your child at the appropriate time, you will receive a written notice and you will be charged a late fee of \$5.00 for every 10 minutes you are late. **If this occurs more than 3 times your child will be suspended from the program without refund.** At that time another child will be pulled from the waiting list.

### **LATE FEES**

5:31-5:40 = \$5.00

5:41-5:50 = \$10.00

5:51-6:00 = \$20.00

**\*\*Late fees MUST be paid before camper can return to camp the following morning. If a camper is dropped off with overdue late fees you will be contacted to have your child picked up.**

### **PLEASE ADHERE TO THE 7:30 AM – 5:30 PM POLICY**

2. Center leaders are very involved in caring for your children. Phone calls are not encouraged. Children may not make phone calls for any reason. If communication is needed by a child, a staff member will do this for the child.

3. Do not send your child to the camp sick. Your child must be fever free for 24 hours before returning to camp. If your child is sent home sick from camp they are not allowed to return within 24 hours unless a doctor's note is given to EPRD staff clearing them of any illnesses.
4. All issues or concerns should be addressed with EPRD staff ONLY.
5. Children should not bring toys or other personal items from home without prior permission.
6. We do not provide change for participants to use snack or drink machines; nor do we reimburse monies taken by the snack and drink machines.
7. Children should not share combs, brushes, or towels with other campers. Children should wash hands frequently!
8. Every camper will be issued two Camp Pick-Up Cards. These must be visible in the driver's windshield for pick up and drop off. If the sign is not displayed in the windshield, the driver will be asked to park and the Camp Supervisor will come to check identification. Only parents or guardians listed on pick-up/drop-off forms are eligible to pick up the child with proper I.D. unless a notice has been given to the program coordinator with prior approval.
9. Participants are expected to stay with their assigned group and not to leave the site without permission, or go outside of center without permission.
10. All participants are expected to behave appropriately by:
  - a. No using profane or vulgar language, gestures, or suggestions
  - b. Not bullying or antagonizing others

## **Adventure Camp Rules**

1. Campers must obey the Camp Coordinator, Camp Counselors, and all employees of the Enterprise Parks and Recreation Department.
2. If Camp Pick Up Card is not displayed in the windshield, the driver will be asked to park and the Camp Supervisor will come to check identification. Only parents or guardians listed on pick-up/drop-off forms are eligible to pick up the child with proper I.D. unless a notice has been given to the program coordinator with prior approval.
3. Campers must keep the building and play area neat and clean.
4. Campers are not allowed to share personal items like clothes, shoes, cards, video games, etc. This will prevent any misunderstanding.
5. Shoes must be worn at all times. No running indoors
6. All electronics should be kept at home.
7. Campers may not use the phones without permission from a staff member.
8. Breakfast and lunch will be provided to all campers.
9. The program and our responsibilities are from 7:30 AM until 5:30 PM each day. We are not responsible for children left before 7:30 AM and a mandatory fine will be assessed after 5:30 PM.

## **Disciplinary Actions and Dismissal Procedures for Inappropriate Behavior**

If a child brings any form of a weapon to the center, intentionally harms a staff member or other child, vandalized property, or steals from the program, contact the Camp Coordinator and Site Programmer immediately.

### **Daily Discipline Policy:**

- **First Offense: Verbal Warning**  
Counselor(s) will explain to your child what he/she has done wrong and will be asked to improve their behavior. If the misbehavior involves another camper, both campers are expected to apologize accordingly before returning to their group.
- **Second Offense: Positive Thinking**  
Your child will be asked to take a short rest to calm down and think about their actions. Counselors will encourage the camper to think of positive solutions and effective ways to improve their behavior before returning to their group.
- **Third Offense: Supervisor and Camper Meeting**  
The supervisor on shift will meet with the camper to discuss the camper's behavior. The camper will be asked to take a breather for 15 minutes to reflect on their actions.
- **Fourth Offense: Letter to Parents**  
Camp Supervisor will write a letter to the parent noting the reoccurrence of poor behavior throughout the day. All offenses will be documented and a parent conference will be scheduled if needed by EPRD.

### **Dismissal Procedures:**

- If your child obtains one write up, a letter will be sent home by the counselor to notify the parent or guardian of the poor behavior and your child will forfeit 15 minutes of play time.
- If the camper continues to act out and is written up a second time they will be asked to write an apology letter to their counselor and a letter to their parent explaining their poor behavior.
- If a camper is written up a third time, the parent/guardian will be asked to pick the child up from camp immediately.
- More than 3 write ups will result in dismissal from camp.

\*\*\*All offenses and write ups will be documented by EPRD staff for review at any time

## **PICK UP AND DROP OFF PROCEDURES**

1. A completed and signed pick-up Authorization Form **MUST** be on file for each child. Unused spaces on the form should be marked through.
  - a. Make sure all pick up persons have a proper I.D. and their name appears on the Authorization Form.
2. Changes to Pick-Up Authorization Forms:
  - a. Changes may not be made directly on the original form. If changes are necessary, the original authorizer must complete a new form and the old form is placed in the office files for future reference. Pick-Up Authorization Forms must be updated each year.
  - b. Any changes, additions, deletions, etc. warrant completion of a new form.
3. Authorization forms must remain on file for one year after program has ended.
4. Every camper will be issued two Camp Pick-Up Cards. These must be visible in the driver's windshield for pick up and drop off. If the sign is not displayed in the windshield, the driver will be asked to park and the Camp Supervisor will come to check identification. Only parents or guardians listed on pick-up/drop-off forms are eligible to pick up the child with proper I.D. unless a notice has been given to the program coordinator with prior approval.
5. Children 12 and under are unable to sign themselves out.
6. Custody issues require Special Attention! Please review the policies regarding the release of children to non-custodial parents.- Does this exist?

The City of Enterprise Parks and Recreation staff **ARE NOT** responsible for late pick-up. We will only be responsible for a child who has been dropped off at or after the start of camp. All children must be picked up by the end of camp operations. **THERE WILL BE NO EXCEPTIONS!**