



All-Star Camp Parent Manual

City of Kennesaw
Parks & Recreation



All Star Summer Day Camp 2021

9/24/2020

Dear Parents/Guardians:

Welcome to The City of Kennesaw Park and Recreation's All-Star Summer Day Camp. We are looking forward to an exciting summer and cannot wait to start the adventure with your camper(s). Our weekly programs will include 9 weeks of pure summer fun and excitement.

Inside the parent manual you will find general information regarding the upcoming weeks of camp. You will also find various policies, processes and forms. Please complete each form to ensure your child(ren) has a memorable and safe experience. We ask that all required and applicable paperwork is returned to camp by May 28, 2021. If for some reason you cannot complete these forms prior to the first day your child(ren) will be attending, you will need to come in a few minutes early to fill out the required forms.

Contact the Camp Director if you have any questions about camp forms, field trips or camp activities, we are here to assist you and will be happy to answer any questions or concerns you might have.

Thank you for choosing The City of Kennesaw Park and Recreation department to be your child's summer day camp! We appreciate the opportunity to include your child in this summer day camp experience.

Please feel free to contact me directly by phone at (770) 422-9714, or e-mail at dstyles@kennesaw-ga.gov.

See you soon!

Sincerely,

Trici Styles

Recreation Programs Coordinator / All-Star Camp Coordinator



Our Guiding Principles

Park and Recreation Department Mission Statement

We are committed to providing public parks, facilities and recreation experiences that enrich the quality of life for area residents and visitors through dedicated staff, sound management and community involvement.

ADA Statement

The City of Kennesaw Park and Recreation Department will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. The City of Kennesaw will make reasonable modifications in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. The City of Kennesaw Parks & Recreations programs will be available in the most integrated setting for each individual. If any modifications are necessary for participation in any program or service, participants are encouraged to notify staff at the time of registration or at least 48 hours prior to program commencement. Upon request, this information is available in an alternative format for persons with disabilities.

The City of Kennesaw Park and Recreation department welcomes people of all abilities to our programs.

Inclusion Statement

The City of Kennesaw Park and Recreation Department believes in the value of inclusive leisure and recreation experiences for all members of the community regardless of their level of ability. The Department makes every effort to ensure inclusive opportunities in all program services including parks, facilities, programs, special events and classes.

Day Camp Philosophy

The goal of the City of Kennesaw Park and Recreation Department's Summer Day Camp program is to ensure your child not only has a fun filled and safe summer camp, but that they leave camp having experienced or learned something new. We are committed to providing a safe, nurturing environment for your child that fosters choice, increases the opportunity for socialization, provides an opportunity for independence, and enhances self-esteem.



All-Star Camp Parent Manual



All Star Camp Staff Directory 2021

NAME	TITLE	EMAIL ADDRESS
Trici Styles	Program Coordinator	dstyles@kennesaw-ga.gov
Amanda Glass	Recreation Division Manager	aglass@kennesaw-ga.gov
Bill McNair	Parks & Recreation Assistant Director	bmcnair@kennesaw-ga.gov
Steve Roberts	Park & Recreation Director	sroberts@kennesaw-ga.gov

Lunch will be held at 12 pm every day during camp. Please be sure to pack your child(ren) lunch.

- 1 snack will be provided to your child per day.
- The All Star Camp contains physical activities. Ample rest time and water breaks will be provided.
- Please pack your child(ren)'s inhaler if s/he usually uses an inhaler when participating in physical activities.

LUNCH / SNACKS / DRINKS AT CAMP

When preparing lunch for campers, please make sure all lunches are “ready to eat.” To ensure that we are maximizing our time, the microwave will not be utilized to heat up lunches.

Please ensure that the lunch provided can act as “fuel” for our campers and not make them sluggish. Please substitute sodas and other carbonated beverages with water, 100% juices and high electrolyte performance drinks such as PowerAde and Gatorade.

Healthy Lunch Ideas:

Sandwiches

Lunchables

Subs

Fresh Salads (Pasta Salad, Chicken Salad, Tuna Salad, etc.)

Hummus & Pita Bread



All-Star Camp Parent Manual



Page 4 of 12

Snack Ideas:

- Apple wedges with peanut butter
- Orange with handful of cashews
- Melon cubes
- Mini rice cakes
- Low-fat cottage cheese with sliced peaches
- Carrots and Fat-free Ranch
- Applesauce (unsweetened) and whole wheat crackers
- Popcorn (Air popped or 94% fat free) tossed with dried cranberries
- Low-fat Yogurt topped with granola
- Handful of blueberries
- Hummus spread on 1/2 whole wheat pita sprinkled with diced tomatoes
- Cup of whole grain cereal with skim milk topped with berries
- Whole grain tortilla wrapped around string cheese with handful of grapes
- Pretzels or baked chips
- Low-fat cheese (string cheese works well), yogurt, pudding or milk
- Carrots, sugar snap peas, cucumbers
- Orange slices or Clementine oranges
- Granola bars, but watch out for high calorie, fat, and sugar content
- Cookies: Best choices are fig bars, oatmeal cookies, animal crackers
- Muffins (low-fat)
- Trail mix



SUMMER DAY CAMP RULES AND EXPECTATIONS

1. PARENT / GUARDIAN must sign their child in and out each day! This is for the safety and protection of your child.
2. If someone else is picking up your child(ren), they must be listed on the “Approved Pick Up” form (Included in this manual).
3. Campers are not to leave their group without the permission of staff.
4. Campers are encouraged to wear tennis shoes and socks or other footwear appropriate for active play and the outdoors. Sandals and / or flip-flops are not to be worn.
5. Campers should wear comfortable clothes appropriate for active play and the outdoors. Examples of this may be: shorts and t-shirts. Tube tops, short shorts or other revealing clothing is not allowed.
6. If you feel it is necessary, parents are encouraged to send an extra set of clothing.
7. Campers should listen to and follow instructions from staff.
8. Profanity, vulgarity or obscenity will NOT be tolerated.
9. Campers should be respectful to other campers and staff.
10. Weapons of any kind are not allowed at camp. This will result in immediate dismissal from programs and possible criminal charges.
11. Campers should not bring toys or personal items from home since these items could be lost, damaged, broken or stolen. The City of Kennesaw Parks and Recreation department will not be held accountable or liable for such items.
12. All staff members will follow the approved Behavioral Management Policy (see attached copy)
13. Camp begins at 9:00AM and ends at 4:00PM each day, Monday – Friday.
14. Day Camp T-Shirts are to be worn on ALL field trips; DO NOT alter the T-shirt.
15. Fighting or physical aggression of any kind will result in the immediate dismissal from the program.
16. Campers are not allowed to bring prescription or over the counter medications to camp unless a medication administration form has been filled out and returned to staff.
17. We welcome parents to drop by and visit their child whenever they see fit to do so. We only ask that you consult your weekly schedule to ensure that your child is on site or to confirm the offsite location you will be visiting since schedules must change on occasion.



General Information AUDIO / PHOTO/ VIDEO RELEASE FORM

I grant permission to The City of Kennesaw and its agents or employees to use photographs and/or video and audio taken of my dependent. These images may be used in educational and documentary materials such as Public Service Announcements, Grant Applications, Video Documentaries and both printed and online newsletters. Furthermore, I authorize the use of my dependents image, likeness, and voice for all program promotion, materials, and any other purposes in connection with the program deemed appropriate and necessary by The City of Kennesaw Park and Recreation Department.

I hereby agree to release, defend, and hold harmless City of Kennesaw Park and Recreation Department and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper, via electronic media, or on Web sites, from any claim, damages, or liability arising from or related to the use of the photographs/video, including but not limited to any misuse, distortion, blurring, alteration, optical illusion, or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction, or production of the finished product, its publication, or distribution.

I understand that any photograph taken in a program or activity is for public relations purposes only and that all confidential and / or personal information will be withheld.

I certify that I am the parent or custodial guardian of the summer day camp participant and have read this release before signing below, fully understanding the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Please complete information on Acknowledgement Page.



SUNSCREEN AND BUG SPRAY APPLICATION PERMISSION FORM

We recognize the effects the sun can have on our children's skin and we make every effort to ensure they are protected throughout the summer. We ask that you help us in this effort by applying sunscreen to your child prior to their arrival at camp each day AND TO BRING SUNSCREEN OF YOUR CHOICE TO LEAVE FOR YOUR CHILD'S USE THROUGHOUT THE DAY.

We feel that it is important to protect our children from bug bites whenever possible while they are at camp. We ask that you help us in this effort by applying bug spray to your child prior to their arrival at camp each day.

Please complete information on Acknowledgement Page.

Outside Cautions

During summer day camp, your child may be exposed to a variety of environmental situations. Some of these may include:

- Allergens
- Pink Eye
- Poison Ivy
- Bug Bites
- Colds or other illnesses

We want to assure you that we will do our best to keep you informed of any health or environment exposures.



All-Star Camp Parent Manual



Authorization to Pick Up Participant

Participant's Name: _____

Program: _____

Date: _____

I, (print name): _____

Authorize the following person(s) to pick up the participant; named above, from the program, activity or event sponsored by the City of Kennesaw Park and Recreation Department. I understand and agree that participant will not be released to anyone who is not listed on this form. I further understand that a state or federally issued picture identification card will be required from the person(s) picking up the participant named above prior to him or her being released into a person other than a parent or legal guardian's custody.

Person(s) Authorized to Pick Up Participant(s)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



Authorization for Emergency Medical Treatment

I, _____, agree on behalf of myself and the participant, not to make any claims or demands of any kind against The City of Kennesaw or any of its employees or agents for any loss or injury that the participant might sustain while engaged in the Summer Day Camp program, including transportation to the program site.

I authorize such physician or medical staff as the City of Kennesaw Park and Recreation Department, my designate, to carry out any minor medical/surgical treatment and/or medication necessary, or to take the participant to the nearest emergency facility, and I/we further authorize its medical staff to provide any treatment deemed necessary for the well-being of participant.

Parent / Guardian Name (printed): _____

Signature: _____

Date: _____



Behavior Guidelines and Process

We ask that you encourage your child to respect others and maintain control of their body and actions at all times.

When incidents occur, staff will address these issues as swiftly as possible while maintaining the dignity of all those involved.

Examples of unacceptable behaviors:

- Refusing to follow behavior guidelines and camp rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal or camp property)
- Refusal to cooperate in camp
- Disrupting the programs
- Leaving the program without permission
- Endangering the health and safety of other campers / staff / self
- Use of or possession of illicit drugs, alcohol or tobacco
- Sexual conduct of any kind
- Teasing, making fun of or bullying other campers or staff
- Fighting or physical aggression of any kind

PHYSICAL FIGHTING WILL BE AN AUTOMATIC ONE DAY SUSPENSION

Procedure for Generally Disruptive Behavior

- First Offense: Verbal Warning and Time-Out.
- Second Offense: Phone Call to Parent to discuss incident.
- Third Offense: Parent Conference with Child and Staff.
- Fourth Offense: One Day Suspension.
- Fifth Offense: Dismissal from Program.

****More severe offenses will follow these steps at a faster pace. All camp participants deserve to have an enjoyable experience and we do expect all children to follow the rules. Staff will go over rules each Monday morning as we have new participants weekly. ****

Parent / Guardian Name (printed): _____

Signature: _____

Date: _____



All-Star Camp Parent Manual



Late Pick Up Policy and Procedures

PURPOSE: To establish and outline policy, processes and expectations for picking up participants following the end of programs, activities and camp.

POLICY: All programs, activities and camps have a designated ending / closing time that is identified for each program. All participants and/or parents / guardians will receive in writing starting time and ending time for all programs. All participants are expected to be picked up by a parent / guardian or authorized person who has been identified on the Authorized Pick Up form by the stated ending time of the program, activity or camp. If a parent/guardian arrives after the designated pick up time, the Late Pick Up fees will go into effect. After one warning that will be provided in writing, the policy becomes a "No exceptions" policy. A "No exceptions" policy makes it easier to apply the late policy to everyone consistently and fairly.

LATE PICK-UP PROCEDURE:

- If a parent has not contacted the All-star staff member in charge within five (5) minutes of the end time of the program, the City of Kennesaw staff member will follow the contact protocol below:
 1. Contact parent(s) / guardian(s) as listed on registration forms
 2. If the parent(s) / guardian(s) cannot be reached, All Star staff members will begin to call down the emergency contact list. These numbers will continue to be called until one (1) hour past the ending time of the program, activity or camp.
 3. If by one (1) hour past the ending time for the program, activity or camp, City of Kennesaw staff member(s) are still not able to contact any parents / guardians or an emergency contact, we will call Child Protective Services and / or the City of Kennesaw Police Department.
- When parent(s) / guardian(s) or other authorized pick up contact arrives to pick up the participant, they will need to sign out the participant using the accurate time of pick up.
- All-Star staff member will document the late pick up on the approved form. They will ask the parent / guardian or other authorized pick up contact to sign, time verify and date the form. The All-star staff member will do the same and will provide a copy to the person picking up the participant.
- All-Star Staff will refer to the Late Pick-Up Policy fees to determine the fee for late pick-ups.
- Participants who are picked up late four (4) times including the late pick up that resulted in a warning will be dismissed from the program for the entire program and no refund will be issued for the remaining time that has been registered for.

FEES:

- The first occasion that a participant is picked up late will result in a warning, which will be delivered in writing.
- The second occasion will result in the implementation of a charge of \$10.00 for each fifteen (15) minute increment.

1.	0-15 minutes	\$10.00
2.	16-30 minutes	\$20.00
3.	31-45 minutes	\$30.00
4.	46-60 minutes	\$40.00
- The late fee is to be paid prior to the start of the next program date (ex: by the next morning for summer day camp, before the next class for weekly programs).
- The fee may be paid via check, or money order at a site where funds can be received OR may be paid using VISA or MasterCard if paid by phone.
- Nonpayment could result in dismissal from the activity or program.

Parent / Guardian Name (printed): _____

Signature: _____

Date: _____



Acknowledgments Page

My child, _____, is registered for All-Star Summer DAY CAMP 2020. I, _____, have received a copy of the All Star Camp Parent Manual 2020. In that manual, I received the following information and acknowledge the information provided:

Photo Release Form:

I understand and agree to the information on this form (page 7) Yes No

Sun Screen Application:

My child needs help applying his or her sunscreen AND I give City of Kennesaw Park and Recreation staff permission to apply sunscreen to my child Yes No

Bug Spray Application:

My child needs help applying his or her bug spray AND I Give The City of Kennesaw Park and Recreation staff Permission to apply bug spray to my child Yes No

I have completed and returned the following forms:

- Authorization for Emergency Medical Treatment Yes
- Behavior Guidelines and Process Yes
- Authorization to Pick Up a Participant Yes
- Late Pick-up Policy Yes

Additional forms given by request:

Please check the forms, from the list below, you are requesting (please note some forms may require physician signatures)

- Allergy Action Plan and Form Yes
- Asthma Action Form Yes
- Food Allergy Forms and Guidelines Yes
- Medication Administration Form(s) - (Including EpiPen's and Inhalers) Yes
- Seizure Information and Forms Yes
- Self-Medication Form Yes
- Special Diet Form Yes

Parent / Guardian Name (printed): _____

Signature: _____

Date: _____