



Camp Geneva Handbook

Staff

All staff have completed a background check, as prescribed by Florida statute. Fingerprinting of all staff is mandatory. The ACA-Camp Geneva also conducts reference checks and is a Drug Free Workplace. In addition, all staff must maintain current certification in CPR, AED, BBP and first aid training.

Characteristics of Staff

- Love of children

- Friendly, Patient, & Creative
- Enjoy playing with children
- Receptive and open to parents

Staff/Camper Ratios

The Summer Day Camp is sufficiently staffed to meet the needs of and promote the physical, social and emotional development of children.

Summer Day Camp ratios are as follows:

Elementary 1:15

Middle School 1:20

Camp Location

36540 Via Marcia, Fruitland Park, FL 34731

Hours/Days of Operation

<u>Morning Extended Care</u>	8:00AM - 9:00AM
<u>Day Camp Program:</u>	9:00AM - 4:00PM
<u>Afternoon Extended Care</u>	4:00PM - 6:00PM
<u>Location:</u>	ACA Camp Gneva

Camp Daily Typical Schedule (8:00 AM - 6:00 PM)

8:00-9:00 the children's parents will drop off at school building, campers will have choice between playing games in school building or going out to the field for games after jump off is over.

9:00-9:15 Morning Assembly...We will have an orientation discussing the rules of the camp etc., and then break the kids into groups.

9:30-11:30 Activity Areas 1 & 2...Groups will rotate between program areas (i.e. Arts/Crafts, Field Games, Basketball, Nature, Archery, Teambuilding and many more)

11:30-12:15 Lunch

12:30-2:00 Swimming

2:15-4:15 Activity Areas 3 & 4....Same as morning activities, groups will rotate through program areas

4:30 Afternoon Assembly/Snack

4:45-6:00: Afternoon Choice (i.e. basketball/soccer/gatorball/A and C/Ultimate/Tag games etc)

5:00-6:00 Check Out at AC building

Eligibility

- A child must be school age in order to participate in Summer Day Camp programs. This means they must have completed 5 year old.

Payment Procedures

When you are making a payment for camp, please make sure that the following items are written on your check:

1. Child's Name
2. Name of Camp
3. Camp Week

These items should appear in the memo section of your check. This will enable the front desk to properly credit your account. All payments must be received at the *ACA-Camp Geneva office*. Neither Camp Directors nor camp staff will be accepting camp payments. All Payments are due by the Wednesday prior to the start of each new camp week. Payments received after Wednesday (normal hours) are subject to a \$20.00 late fee.

Rides In/Rides Out

Camper drop off begins at 8:00 AM. Camp Staff do not report to work until 7:45AM, therefore no one is available to supervise campers before the designated time.. Campers are expected to be at the camp by 9:00AM. Camp ends promptly at 6:00 PM and any campers left at the camp after 6:00 PM will be subject to a late fee.

If you are walking up to pick up your child/ren, you must show your drivers license card/photo ID and your ID to the rides out director. The child will be called by their name and escorted out by a member of our Summer Day camp team. This is a great system and a helpful tool for both the parent and the counselor.

Late Fee Policy

Campers are to be picked up from the camp by 6:00PM. A late fee of \$1.00 per minute/ per child will be charged for all campers picked up after 6:00 PM. A late fee form will be given to you letting you know the amount you owe and it must be paid within 3 days. Payment should accompany your form and should be given to the Camp Director. Proper authorities will be called for parents who fail to pick up their camper(s)

within 30 minutes of the camp closing time, and who have made no contact with the Camp Director.

Administration of Medication/Sunscreen/Food Allergies

A child may not receive medication of any type at the camp unless such medications are absolutely necessary and required by a doctor on a scheduled basis. If this is the case, we ask that the parent follow these procedures:

- Fill out a Medication Authorization Form, advising the Day Camp staff of the amount and frequency of the dosage. The form can be obtained from a member of the Day Camp Staff and must be filled out when you receive the form.
- The medication must be in the original container with the pharmacist's label, marked with the prescription number, child's name and physician's name. You can request from the pharmacist a second empty bottle with the same information so you can have a means of transporting your child's medication.
- At the end of the medication period, parents must take home any unused medication or give the camp permission to properly dispose of it.

Non - waterproof sunscreen is what we recommend for campers to use during the summer. The reason for this recommendation is waterproof sunscreen does not come off and if rubbed in the eye, not even water will get it out. Camp director, camp staff, or lifeguards may not apply sunscreen. We recommend that your child/ren have sunscreen on before they arrive at camp.

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen) must be listed in the "Allergies" section of the child's information form. Please include any reactions and treatments of the allergies

Sick Camper

Parents will be contacted immediately if their child(ren) show signs of illness. It is better to be overcautious than to risk exposing the rest of the children and staff.

Children must go home for:

- Earache (if they have not been on medication at least 24 hours)
- Fever over 98.6 degrees. Children may return when they have been fever free for 24 hours
- Strep throat (if they have not been on medication at least 24 hours)
- Stomachache
- Anything contagious; i.e., chicken pox, hand, foot and mouth disease
- Diarrhea/vomiting
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits. Staff will check head upon return.
- Pink Eye (conjunctivitis) if they have not been on medication at least 24 hours
- Significant runny nose (discolored mucous)

Cancellation and Refunds

If for any reason you are unhappy with Camp and its services, you may cancel and withdraw from the program. Cancellations *MUST* be done two weeks before the scheduled date of your withdrawal. Deposits will not be refunded or transferred to existing Camp balances. Camp weeks will not be prorated. Refund forms are available at the Camp Geneva office and must be filled out at the office.

Child Safety/Fire & Emergency Drills

Every effort will be made to reach you or other contacts on the camp's registration form in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the

emergency contact numbers, please *notify the Camp Director and Camp Geneva* in writing so we may update your child's file.

Children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings and stomach upsets will be treated by staff members who have received First Aid training, taking note of specifications on the child's health form. Parents will be informed of all first aid given to their child. If the child's symptoms persist, parents will be asked to pick-up the child.

Emergency Procedures: In case of a major emergency (such as broken bones, puncture wounds, etc.), the parent will be notified immediately to take care of the emergency.

Monthly fire and/or emergency drills are required to be performed and documented.

Reporting Suspected Child Abuse

In order to ensure the well being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are **mandatory reporters** and must follow Florida statute for mandatory reporting. We may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF or local police departments.

Release and Absent Procedures

If a person other than the parent or authorized persons listed on your child's registration form is picking up your child, you are *required* to

notify the camp director by written note. *We ask you to inform the person picking up your child that we will request a valid driver's license*

If your child will not be attending camp, please let Camp Geneva and camp staff know. Courtesy calls will be made to parents of an absent camper by 10:00AM each day. If your child becomes ill while at camp, you must arrange for him or her to be picked up immediately upon receiving a call from our camp staff.

A Photo ID must be presented to pick up each camper.

Discipline Policy

Discipline is necessary for an effective program. The philosophy of our program is respect being shown to all. Praise and positive reinforcement are used to establish an environment of good will.

Our staff is tolerant and understanding, but we will deal with disruptive behavior. Should a problem arise, the child will be spoken to in an effort to correct the problem. If unsuccessful, time - out will be used. Time - out is not a punishment, but a discipline technique that is a calming device and a method to help children gain self - control.

If behavior does not improve after time - out and appropriate attention, then counseling with Camp Director and counselors will follow. If a child continues to exhibit unacceptable behavior, then a conference with the parents will take place. Camp Geneva reserves the right to dismiss any child whose behavior is unacceptable, *without refund of camp fees*. A copy of our discipline policy will accompany the handbook.

How to Prepare for Camp

It is important that each child receive the following everyday before they come to camp to ensure that they have a fun, safe, and energetic day:

- A Good nights sleep and healthy breakfast

Our staff want your child/ren to get the most out of what our camp has to offer. Please make sure that your child/ren has these items that are listed below with them everyday:

- Packed lunch*
- Two Snacks and two drinks
- Swimsuit and Towel
- Non - Waterproof sunscreen*

Please make sure that your child's lunch is packed in a *small igloo cooler* or a *vinyl lunch bag*. Brown bags or plastic bags do not keep your child's lunch cool and will not last if they get wet or ruined. If your child/ren has special eating habits, please let us know.

Your child will be in an outdoor environment that involves lots of walking and dirty play. We ask that your child wear comfortable clothing and shoes every day. *Tennis shoes* are the only foot attire that campers are allowed to wear. Please make sure to dress your child in a comfortable manner, because they will be very active.

If your child/ren has something else going on that day, please make sure to send a change of clothes with them. We do not recommend that your child/ren wear anything new to camp, because we cannot guarantee that it will look the same. *All articles of clothing* that your child/ren bring with them should be *labeled* with your child's first and last name. This will make it easier when doing lost and found at the end of the day.

Lost and found will be kept for two weeks and any items not claimed after the two-week period will be donated to local community charities.

We recommend that your child/ren bring their belongings in a backpack. Campers will carry their backpacks with them to designated spots near program areas.

Children should not bring special toys or treasures to Summer Camp. This includes: Play guns, chewing gum, candy, money, cell phones, Ipods, MP3's or toys that encourage aggressive play are not allowed.

- TOYS (this includes CD players, skateboards, action figures, make - up and portable game players)
- No tank - tops, cut -off shorts, flip flips or sandals
- Lunches that need to be heated

Swimming Instruction

We will make every effort to have groups swim everyday at camp. We will NOT swim if bad weather is in the area. All campers will be put through a swim test to determine their swimming level. After completing the swim test, campers will wear swim bands that will notify the lifeguards of a child's specific swim level. A swim band is a nylon circular strap that will be worn by each camper to distinguish his or her swimming ability. Safety comes first when it comes to water and the well - being of each camper. Swim bands will be provided and will be collected after each swim period by their child's counselors. If a campers' swimming ability improves, they will be re - tested and given a new swim band based on their new swimming skills.

The color of the swim bands is as follows:

Red band - Non-swimmer

Yellow band - Restricted area swimmer

Green band - No swimming restrictions

Special Needs and Disability of a Child Policy

Camp Geneva makes every effort to accommodate all children. If the safety of the child, staff or other children in Summer Day Camp is in question, the Camp Geneva staff will discuss options with the parents.

Bathroom Policy

In order to provide a safe place for all the children in our summer camp programs, there will be timed group bathroom breaks. All children will proceed to the bathroom facilities at one time. Staff will ensure that no children are unsupervised during the bathroom breaks.

If an emergency occurs, staff will provide children with the necessary bathroom opportunities. The visits to the facility will be in a three buddy system with children of the same gender (males with males, females with females) as well as staff supervising the bathroom break. Staff is required to make sure that the time taken on bathroom breaks is not excessive. All children will report back to the staff when they have finished using the facilities.

Non-Discrimination Policy

Camp Geneva do not discriminate on the basis of race, color, ethnic origin, religion, gender or sexual orientation.

Child Safety/Fire & Emergency Drills

Children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings and stomach upsets will be treated by staff members who have received First Aid training, taking note of specifications on the child's health form. Parents will be informed of all first aid given to their child. If the child's symptoms persist, parents will be asked to pick-up the child.

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