

**Newton County Recreation Commission
6185 Turner Lake Road
Covington, GA 30014
(770) 786-4373**

Day Camp Parent Handbook

Welcome to the Day Camp Program sponsored by the Newton County Recreation Commission.

The NCRC Day Camp Programs are designed to provide recreational activities and supervision for elementary school aged children. The program offers a safe, secure, & fun environment for children provided by a trained and caring staff. The Day Camp Program will offer day camps for weeklong breaks during the school year. It will also provide six-weeks of Summer Camp activities during June and July. Camps will be held at Turner Lake Complex until further notice. Week long camps are for ages 6-12 years and Summer Camp is for ages 4-12 years.

(4 year olds must have completed Pre-K and provide a copy of birth certificate)

Recreation Staff

Tommy Hailey-Director of Recreation
Anthony Avery-Assistant Director
Debra Banks-Programs Coordinator
Andrea Gibbs-Camp Director

Fee Policy

The Newton County Recreation Commission's Day Camp Programs are intended to provide the highest quality of service to parents.

1. Fees are due in advance. Cost is \$65.00 per child for one-week camp and \$75.00 per child for multi-week camps.
2. Fees are due on Monday for the upcoming week.
3. Deposits are required upon sign up to secure spaces during multi-week camps (e.g. summer) deposit will be half of the normal weekly fee.
4. Failure to pay on scheduled days is cause for removal and/or loss of space.
5. The program closes at 6 p.m. each day. Parents of children who remain after 6pm will be charged a late fee:
 - 1-10 minutes ----\$5.00 per child
 - 10-20 minutes ----\$10.00 per child
 - Over 20 minutes ----\$20.00 per child
6. Please be aware Georgia Law requires parent to notify childcare provider of any delay in pick up within one hour.
7. After one hour and no word from parent - Covington Police Dept. will be contacted. Late Fees must be paid before your child can return.

Hours of Operation

All Camp Hours: 8am -6pm

Hourly scheduled activities: 10-4pm

Supervised Free Play: 7-9am -- 4-6pm

Daily Lunch and Snacks

Parents are responsible for sending a lunch for their child each day. We recommend a cooler. You may pack additional drinks, if you feel your child needs them. (A drink machine is available on site for a fee.) Snack times will be included in the daily schedule, if you wish to send snacks.

Sign IN/OUT Sheets

A daily attendance sheet will be kept on all children who attend the program. The children are to be signed in and signed out by a parent or designated person. Please note that a picture I.D. will be necessary before any child to be released into your custody.

Accident Procedures

In the event that a child is injured while attending any of the Day Camp Programs, the following steps will be taken to insure proper care for the child:

Minor injuries: Camp staff will provide treatment as needed and parent notified at pick up.

Emergency: Coordinator will call 911 and contact parent. Appropriate action will be taken as necessary. Accident reports are completed for all accidents and will be signed by parents. Camp staff are not permitted to transport any child in their personal vehicles for any reason.

Parent Responsibilities

- Please label all of your child's belongings
- Campers must provide lunch and snacks. A cooler is recommended since refrigeration is not provided
- Electronic devices are prohibited and will be taken up
- Notify Camp staff of any problems arising with your child
- Fees are due in advance - that is the only way to reserve your space
- Failure to pick up your child on time will cost you extra (see Late fee schedule)
- Please list all authorized individuals who may pick up your child. A photo I.D. is required of all persons
- Children must be signed In and Out each day. You must come inside

Program Objectives

- Provide a variety of quality recreation activities in a safe, healthy, and fun atmosphere
- Introduce new experiences to the children
- Cultivate a sense of community in each child
- Create positive interaction and communication between children and adults

Camp Location

TBA

Admission Policy

Enrollment in the programs shall be granted without regard to race, sex, religion or national origin. Enrollment is open to any child.

Age Requirements

Weeklong camps: ages 6-12 years

Multi-week camps: 4 - 12 years

(4 year olds must have completed Pre-k and provide a copy of birth certificate)

Registration

All Children must be registered before they can attend the program. A registration form and all other forms must be completed and on file, with fees pre-paid. Limited enrollment - first come first served

Health Requirements

It is the responsibility of the parent to determine the child's ability to actively participate in programs. If a child is ill, they may not attend. If a child has fever, diarrhea, or any contagious symptoms, please keep them home. If your child gets sick during the course of the day, you will be contacted to pick them up. You are expected to come immediately, as we do not have an area to house a sick child. If a child is to receive medication during the hours of Camp, the Camp Director needs the following information:

1. Written statement from the Doctor detailing method, amount and time schedule.
2. Medication in original container and proper form completed and on file.

Discipline Policy

We strive to provide an atmosphere, which is conducive to safety and appropriate behavior while attending our camps. Maintaining proper conduct while in the program is the joint responsibility of the child, parents, and Day Camp staff. The nature or severity of the discipline procedure is left up to the discretion of the Coordinator who ultimately handles all discipline matters. Please make sure you go over the following with your child before camp begins:

1. We treat others as we would like to be treated – with kindness and courtesy
2. We communicate with words and do not hit each other
3. We do not use inappropriate language
4. We eat only at meals and snack time
5. We clean up after ourselves
6. We take turns
7. We respect and listen to our camp counselors
8. We put things back where we found them
9. We do not throw rocks or any other debris outside
10. We keep each others' safety in mind at all times

The Camp Director will deal with all inappropriate behaviors. Our staff will use the three-strikes rule for most situations.

1. First Offense: Time out with the group. Length of time shall be the age of child.
2. Second Offense: Child will be sent to Camp Director and time out instituted away from group. Length of time shall be twice the age of child.
3. Third Offense: Child sent home for remainder of the day.

In all situations the parent will be notified and asked to sign the discipline form kept on file on site. If a child continues to misbehave, they could be removed from the program completely and

No Refund will be made. Some types of behavior will not be tolerated. Examples of serious infractions include acts which create an immediate safety hazard to the child or those around them, bringing contraband (weapons, drugs, tobacco) onto the playground.

Emergency Calls

If you must get in touch with camp or your child, please call the Recreation Complex at 770-786-4373

Absence

If your child will not be at camp on time - on or before 10 am- please notify the Camp Director 770-786-4373 or bring a note the day before.

Concerns

Any concerns or comments should be addressed with the Camp Director or Programs Coordinator. Please do not vent to our Camp Leaders. If in the event that your needs are not sufficiently met you may contact Anthony Avery, Asst. Recreation Director, Newton County Recreation Commission, 770-786-4373.