



Information Manual

2019



**GREENSBORO
PARKS & RECREATION**

Greensboro Parks and Recreation Department
1001 4th Street
Greensboro, NC 27405

Dear Parent/Legal Guardian,

Welcome to Camp Joy!

We are excited that your camper will be joining us this summer for a safe and fun filled experience. This manual is designed to share important and helpful information with you and to help make this experience as worry free as possible.

We encourage you to read this manual thoroughly and keep it in a safe place for easy reference. In order for our campers to get the most out of camp, we need your help. Knowing that no two campers are exactly alike, we ask that you help us get to know your camper. We encourage you to share with us your ideas, thoughts, and any concerns that may help us create an environment that is best suited for your camper.

We welcome both you and your camper to Camp Joy. If you have any additional questions, please contact Sharon Williams at 373-2954 or Bre'Yana Hauser at 373-2735.

With Anticipation,

Camp Joy Staff

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Mission, Purpose, and Goals

Greensboro Parks and Recreation Department - Mission Statement -

“The Greensboro Parks & Recreation Department exists to provide professional and diverse leisure opportunities through inclusive programs, facilities, parks and open space, ensuring that Greensboro is a desirable place to work, live and play.”

Summer Camp Purpose

Our camps provide an affordable, exciting, educational, and unique experience for the youth of Greensboro, North Carolina. Camp strives to provide a safe, engaging, and diverse array of activities that stimulates the physical, mental, and social needs of our campers. Every camper should leave each day with a stronger sense of self-esteem, confidence, and independence.

Goals

- To provide a safe atmosphere is always our # 1 priority.
- To provide a fun, welcoming environment for campers ages 5 and up of all abilities.
- To provide a true recreational camp experience

Location/Contact Information

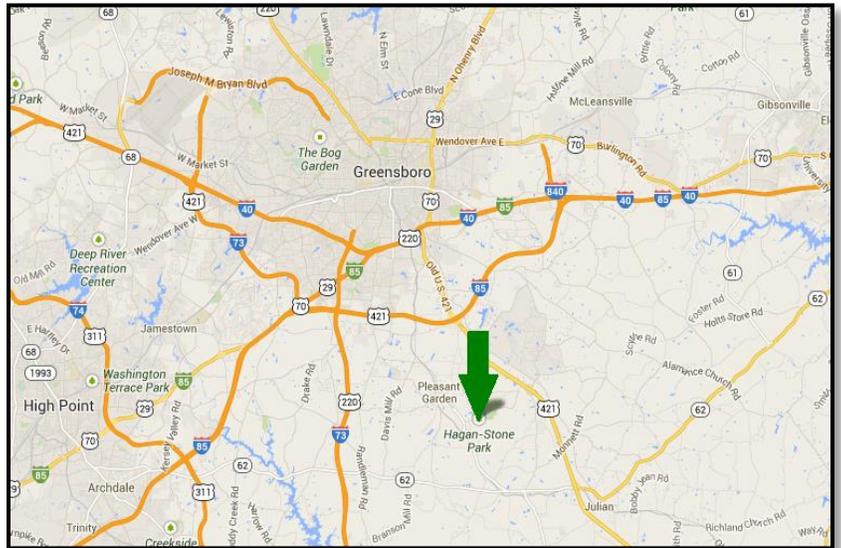
Camp Joy

Hagan Stone Park
5920 Hagan-Stone Road
Pleasant Garden, NC 27313

Adaptive & Inclusive Recreation

Sharon Williams, Coordinator
336-373-2954
sharon.williams@greensboro-nc.gov

Bre’Yana Hauser, Asst. Coordinator
336-373-2735
breyana.hauser@greensboro-nc.gov



Hours and Dates of Operation

Program Dates and Time

Camp Joy begins **Monday, June 17, 2019** and ends **Friday, August 2, 2019**. The Camp runs Monday through Friday from 9am to 3pm.

Session 1: June 17 - July 5

PD Week: July 8 - 12 (this week is designed for individuals with physical disabilities)

Session 2: July 15 - August 2

Holiday Closure

The Summer Day Camp Program will be closed on July 4, 2019 in observation of Independence Day.

Registration Procedures

Registration will be taken on a first come, first served basis. We will continue to accept registration during normal operating hours until all slots are filled. Please call the Adaptive and Inclusive Recreation Services at 373-2954 or 373-2735 to check availability. Registrations can be submitted in person or via mail.

Payment Procedure

Each week is \$65 per camper and includes a t-shirt. Payment is due at the time of registration. All forms must be completed to its entirety in order to secure a spot at camp.

Refund Policy

The Greensboro Parks and Recreation Department reserves the right to cancel a program at the sole discretion of the department, including when a program's minimum enrollment is not met. In the event of a program cancellation, the department will endeavor to provide as much advance notice as possible to participants. In addition, the department reserves the right to alter schedules, fees, and instructors as necessary. In the event that the department cancels a program or event, registration fees are 100% refundable except in cases when an alternative refund policy has been provided in writing to registrants at the time of registration. Program withdrawal and refund requests initiated by participants will be processed in accordance with the criteria set forth below. All requests for a refund of program fees must be received by the department in writing. Refund requests are processed according to the guidelines included below and generally take 2-4 weeks to process, with the exception of payments made by check, which may take additional processing time. The refund check will be mailed to address provided on the written refund request.

- **Through June 7, 2019:** Fees are fully refundable less a \$10 processing fee per registration.
- **After June 7, 2019:** No refund is available except in extenuating circumstances as determined by the program coordinator.

- **After Program Ends:** No refunds granted.

Sign-In/Sign-Out Procedures

For the safety of our participants, we require the parent/legal guardian to sign their child in and out every day they attend Camp Joy. The parent/legal guardian will need to show proof of identification in order for them to check out their child from camp or van stop.

We understand life is full of surprises and the parent/legal guardian may not be able to pick their child up from camp or van stop. If the parent/legal guardian is not able to pick their child up, one of the persons listed on the participant release or emergency contact list may do so, provided they show proof of photo identification. The **participant release** and **emergency contact** list is filled out by the parent/legal guardian during the registration process. If your emergency contact information were to change, it is your responsibility, as the parent, to provide the Camp Director with the updated information.

Custody Issues

It is the Camp's intent to meet the needs of children, especially when their parents/legal guardians are experiencing a difficult situation such as a divorce, separation, or remarriage. However, the Camp cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the camp has been provided with current legal documents restricting the non-custodial parent from having access to the camper. Copies of court documents will be kept in the camper's file.

Health/Safety/Medications

The RN on site will distribute all medications. In order for the camper to receive medication, the Permission to Give Medicine form must be completed. If the camper needs to bring medication to the program, it must be in the original prescription bottle. The container should include the prescription on the bottle or a medical prescription if the medication is over the counter. Medication not in its original container, or over the counter medicine without a prescription, will be returned to the parent.

Child with Illness

Any camper that cannot participate in the camp activities due to illness will need to remain at home. Your camper will not be able to attend camp if they are not feeling well. If a camper vomits for any reason, they must be picked up by a parent/legal guardian or authorized individual. No camper may attend camp if they have ringworm, pink eye, flu or any contagious infection. A doctor must treat any contagious infection; virus or fever. The camper will be able to return 24 hours after symptoms are cleared.

Procedures for Handling Medical Emergencies

In the event of an accident or an illness, every effort will be made by our staff to address the situation and notify the parent/legal guardian. If a situation requires immediate medical attention, we will call 911 and the child will be transported to the hospital by ambulance. Parents/legal

guardians of a child involved in a 911 call will be communicated with directly by the camp director.

Behavior Guidelines

It is the goal that every child has a fun and safe experience at camp. To help ensure this, we ask that you and your camper read these guidelines. It is very important that both you and your camper be aware of the rules and subsequent consequences. Campers must obey rules for safety of themselves as well as for their fellow campers.

Staff will make every effort to encourage positive participation and utilize strategies and available resources in response to unacceptable behavior. Praise and positive reinforcement are effective methods of the behavior management of children and adults. When people receive positive, non-violent, and understanding interaction from others, they develop good self-concepts, problem-solving abilities and self-discipline. We prefer methods of positive redirection and the use of small time-outs.

Discipline Policy

The campers and staff of Camp Joy are asked to treat each other with respect, patience, kindness, and consideration. Greensboro Parks and Recreation behavior expectations and guidelines will be explained and reinforced with the campers.

1. Appropriate social behavior is stressed during all programs. The staff and volunteers will do their best to ensure each participant's success in the programs. If a participant's behavior is detrimental to the group or self (kicking, biting, self-abusing, refusal to stay with the group, etc.), a parent or guardian will be called to pick up the participant immediately. Greensboro Parks and Recreation reserves the right to dismiss the camper from camp if it is deemed necessary due to a camper posing a threat to self or others.

2. Parents/guardians will be informed by the Camp Joy staff of any incidents, including illnesses, injuries, adverse reactions to medications, etc., that may affect their camper. In the case of an emergency, every effort will be made to contact the parents/guardians of campers. In the event that parents/guardians, physicians, or other authorized persons cannot be contacted, the Greensboro Parks and Recreation staff is authorized to take whatever action is deemed necessary, in their judgment, for the health and safety of the camper.

Parent Code of Conduct

Upon presentation of identification, parents/legal guardians have the right to enter and visit the summer camp facility where their camper(s) is/are receiving care. The law prohibits discrimination of retaliation against any child or parent/legal guardian to exercise their rights to visit.

The law authorizes the person in charge of the summer camp facility to deny access to the parent/legal guardian under the following circumstances:

- The parent/legal guardian is behaving in a way that poses a risk to the children in the facility.
- The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

Under no circumstance should a parent/legal guardian approach another camper other than their own. While in the facility parents/guardians are expected to act appropriately by speaking in an appropriate tone and using appropriate language at all times. Any parent/legal guardian who does not behave in this manner will be asked to leave the facility.

Parent Grievance Procedure

If you have a grievance regarding the summer camp program, immediately set up an appropriate time to discuss it with the camp director. We want to address any questions or concerns you or your camper might have regarding the program.

Personal Assistant Policy

The City of Greensboro recognizes that individuals with disabilities may require the support of a Personal Assistant in order to fully access and participate in GPRD programs.

A Personal Assistant is an individual designated by an individual with a disability or the participant's parent/guardian to provide specialized support, supervision and/or assistance to the participant during a GPRD program. A Personal Assistant can be a family member, care giver, service provider, or other individual able and qualified to provide needed support to a GPRD participant with a disability. GPRD staff will work with the participant and/or their parent/guardian to determine the level of support, if any, which is necessary and appropriate to reasonably accommodate participation in a particular program.

Requirements to participate in GPRD programs as a participant's Personal Assistant:

- Complete the Personal Assistant information and waiver form.
- Consent to and be cleared through a standard GPRD background investigation that is conducted for all staff and volunteers. (Background investigation must be completed annually.)
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Camp Activities

Swimming

Swimming will be offered each morning at the Hagan Stone Park accessible pool. If necessary, campers will wear life vests. Sunscreen must be applied prior to arriving at camp. Please make sure your camper has a swimsuit, towel, and a change of clothes. Campers will be transported on the camp vans to the pool daily.

Special Events

- Talent Shows- Everyone is invited to attend the talent shows put on by the Camp Joy staff and campers. The first session talent show will be held Wednesday, July 3 at 1pm. The second session talent show will be held on Thursday, August 1 at 1pm.

- Cookout- The Camp Joy staff will prepare a hot dog lunch for the campers on July 3 and August 1.
- Kona Ice- The Kona Ice truck will be on site. They have a wide variety of shaved ice treats. *Kona Ice Shaved Ice treats contain no artificial sweeteners, no high fructose corn syrup and no peanut derivatives. They are fat free gluten free, dairy free, and lactose free. Sugar free, dye free and Kosher certified products are available upon request.* Four sizes available: Kiddie, \$2; Regular, \$3; King Kona, \$4; Kowabunga, \$5 with free souvenir cup. You will be notified in advance of the dates for the Kona Ice truck.

Lunches

Campers will need to bring a lunch and drink each day. We have limited refrigeration available so we are requesting that camper's lunches are packed in disposable or paper bags. **Please try not to send meals that need to be heated in the microwave.** *Please remember to mark all of your camper's belongings (lunch, clothing, and adaptive equipment) with his /her name.*

Transportation

Camp Joy utilizes five 15 passenger vans to transport campers to and from camp and to the pool.

ALL campers MUST obey the following transportation rules:

1. Campers are to be seated with their seatbelt fastened on the van facing forward and listening to staff instructions.
2. When preparing to enter or exit the vehicle, the campers are to line up in an orderly fashion to be accounted for by the driver.
3. When leaving a City vehicle, children must exit the vehicle on the curbside of the road at all times.
4. A parent/guardian must sign in/out the camper with the van driver each day.

The following procedures are followed by City staff when transporting Summer Day Camp participants:

- One or more staff members will carry emergency medical consent forms and emergency contact information for each child.
- Staff members will take attendance of all campers that are being transported and will take attendance frequently to account for the presence of all campers.
- Staff members are certified in CPR and First Aid.
- All proper loading and unloading procedures are followed.
- Only authorized City employees are allowed to operate the vehicles. All authorized drivers must be at least 21 years of age, have a valid driver's license, and must contain a clean driving record.
- At NO time is a private vehicle to be used to transport campers or volunteers.

Staff Qualifications

All summer camp counselors are employed by the City of Greensboro. Each counselor has received clearance through a competitive interview process, as well as drug and background screenings. All camp staff members are American Red Cross First Aid, CPR and AED certified and receive additional training prior to the start of camp.

Parent Evaluations

Each year we want to get the opinion of our camp parents and guardians on the summer camp program. Your input is of the utmost importance as we begin the planning process for next summer. Your answers will be anonymous and are used to help improve the program structure and services at Camp Joy. Surveys will be sent electronically and made available on site at camp.