

SUMMER CAMP 2008 PARENT HANDBOOK



MISSION STATEMENT:

The Zone Sportsplex hopes to enrich and empower children through educational, emotional and physical growth. All activities are designed to provide a sense of pride and achievement, regardless of a child's individual ability. Campers will be treated with respect and their safety is of the utmost importance while in our care.

Our mission is to build lasting, wonderful memories!!

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Table of Contents

Program Objectives	3
Admission Policy	3
Registration	3
Waiting List Procedures	3
Fee Policy	4
Refund Policy	4
Sign-in/Sign-out Procedures	4
Early Drop-off/Late Pick-up Procedures	5
Alternative Pick-up Procedures	5
Health Requirements	5-6
Site Emergencies	6
Visitation and Communication	6
How to be helpful	7
Clothing and Personal Belongings	7
Lunchtime	7
Participant Behavior Management Policy	7-8

Welcome to THE ZONE SPORTSPLEX Summer Camp 2008

THE ZONE SPORTSPLEX Summer Camp 2008 Program is designed to provide enriching summer activities for elementary age students, 5-12 years of age, within a safe and comfortable environment. A trained and caring staff supervises all programs. Educational, recreational and motivational activities geared to the interests of the participants are provided and will include a variety of activities with a focused theme each week.

Program Objectives

- ✓ Provide an enriching experience for all participants
- ✓ Provide a wide variety of quality recreational, motivational and educational activities in a safe, healthy and positive atmosphere
- ✓ Create positive staff/participant interaction, communication and guidance
- ✓ Promote self-confidence and accomplishment through participation and completion of program activities
- ✓ Provide encouragement and help expand social and leadership skills

Admission Policy

Admission in the program shall be granted without regard to race, sex, religion, ability or natural origin. All enrollments are accepted on a first come, first serve basis until filled.

Registration

Children must be registered and paid in full before they can attend the program. A registration form and all other required forms must be completed for each child prior to attending a session. Please notify the staff of any changes in residence, telephone numbers, medications, and/or health issues as soon as possible.

Waiting List Procedures

In the event that all of the spaces for your desired Summer Day Camp Program are filled, you will have the opportunity to put your child's name on our waiting list. If a spot becomes available, you will be notified. These spots are filled on a first come, first serve basis.

Fee Policy

THE ZONE SPORTSPLEX intends to provide the highest quality service at a reasonable cost to parents/guardians. Fees associated with summer day camp programs are based on weekly charges. A \$30 registration fee, per child, is due at time of registration and checks should be made payable to "The Zone Sportsplex." Full weekly camp fee payment is due no later than two weeks prior to the start of the camp in which the child is registered, or that child's spot will be given to someone on the waiting list.

Refund Policy

- If THE ZONE SPORTSPLEX is responsible for the cancellation of a program or class, then a full refund will be issued to all registered participants.
- No refunds will be given after the start of the program session or class.
- All refund requests must be made in writing and must be received no less than seven (7) business days prior to the first day of class or program.
- Refunds will be assessed an administration fee of 25% of the amount paid.
- After the seven (7) business day deadline, refunds will not be granted without a written medical excuse from a licensed physician.
- Request must be received from, and refunds will be issued to, the individual who registered the participant.
- In unusual situations (customer is relocating, has an illness or becomes physically unable to continue with the program in which he/she is registered) where a refund is requested for services that have been paid in advance, the balance of the remaining value may be refunded after receipt of a written request.
- Behavior related dismissals may not be eligible for refund.
- All requests for refunds will be forwarded to the Department Director for final approval.

Sign-in/Sign-out Procedures

- A daily attendance sheet is kept on all participants who attend the program. Upon arrival of the participants, the front desk or lead counselor will check-in that child and ask for a password that both you and your child remember. The lead counselor will then take roll on the field at 9:00 a.m.; making sure everyone is accounted for.
- If parent/guardian needs to pick up child for a scheduled appointment, parent/guardian will need to send a note and check-in at the facility upon arrival.
- If child will not attend camp on a particular day for an appointment, please send a note, and remind the staff the day before, if possible.
- If child will be absent, please call the camp to inform staff, with an approximate date for child to return.
- When picking up child from the program, check him/her out by providing the front desk or lead counselor with the chosen password for that particular day.

Early Drop-off/Late Pick-up Policy (Extended Day Service)

THE ZONE SPORTSPLEX Summer Camp 2007 offers parents the opportunity to drop off their child early and/or pick up their child after camp ends. Early drop-off is 7:30 a.m. and late pick-up is 5:30 p.m. Pick-up should occur within 15 minutes of the end of the camp day. Any child remaining beyond that time should be enrolled in the extended day services. Any parent picking up a child beyond the designated departure time will be assessed a fee of \$5.00 per day fee every 15 minutes beyond designated departure time.

Alternative Pick-up Policy

- In the event that someone else must pick up your child, it is preferred that Zone staff be notified in advance. However, whether or not staff is notified in advance, the designated pick-up person **MUST** know the chosen password for that particular day.
- In order for someone else to pick-up your child, that person's name must be written in the designated space on the registration or pick up form and signed by the parent/guardian. Additionally, the Camp Director or designee must be notified prior to checkout if someone else is picking up your child.
- Parent/Guardian may notify staff by calling the camp office or by sending a note with your child. **If staff is not notified prior to checkout, child will not be allowed to leave the program until staff has communicated with parent/guardian. Please note this procedure is imperative for the safety and security of your child.**
- If there is someone who cannot pick up your child, please let staff know.

Health Requirements

- The parent/guardian has a responsibility to monitor the daily health and physical condition of their child and to determine the child's ability to actively participate in the program.
- If the child has a fever, is experiencing nausea, headaches, intestinal/stomach problems, infectious conditions, head lice, strep throat, or is ill; it is imperative that he or she stay home for the day, where they can be more comfortable and return when they are feeling well.
- When a child shows signs of illness while participating in the program, the parent/guardian (or other emergency contact) will be notified and they must pick up the child immediately.
- All minor scrapes and scratches will be treated and reported to parent/guardian at the end of the day.
- Campers will not take any daily medication(s) while attending The Zone Sportsplex Summer Camp Program 2008. If a camper is in need of taking medicine during the camp day, a parent or guardian must be available to dispense the proper dosage to his or her

child. The Zone Sportsplex is not responsible to hold for, or dispense medication to, any child.

Site Emergencies

- If a major or life threatening injury or accident occurs during scheduled program hours, it will be handled in the following manner:
 - ✓ 911 will be called immediately;
 - ✓ The parent/guardian will be notified; and
 - ✓ Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the child.

- All camps have personnel trained in CPR and Basic First Aid.
- In the event of an emergency or natural disaster, the following procedures will be in effect:
 - ✓ Children will remain on site until an authorized person picks them up;
 - ✓ In the event of a site evaluation, children will be taken to a local emergency shelter. The location will be posted on the site door. Efforts will be made to contact parents/guardians should evacuation be necessary; and
 - ✓ Program staff will remain with the children until an authorized person arrives.

Visitation and Communication

- Staff welcomes parents/guardians to visit our camps anytime. Staff recommends scheduling in advance so that parents/guardians may be informed of the camper's location.
- Parent/guardian must report to the front office before entering the facility or any other area the children are occupying at that time. This is a safety precaution for all participants involved in the program.
- Feedback is essential to programs; please share your thoughts with staff. A program evaluation form will be provided upon request and at the end of each camp session.

How Parents and Guardians Can Be Helpful

The Zone Sportsplex Summer Camp Program 2008 is not a daycare or babysitting service. Please impress upon your child that this is a special program designed to meet his/her needs and interests. Cooperation and teamwork are vital for safety and fun. Our staff appreciates parents/guardians who keep us informed of their child's special needs or any transitions in the home life. This helps us remain sensitive to your child's needs. Parents are also encouraged to participate in our many volunteer opportunities. Contact the Camp Director at (360)697-9663 for more information on ways you can volunteer. Sorry, no discount will be given on a camper's fee should a parent choose to volunteer, as it is not a requirement.

Clothing and Personal Belongings

Participants should be dressed in appropriate clothing for the program. Closed-toe shoes (preferably tennis shoes) should be worn. Campers should also bring a sack lunch, backpack, sunscreen and water. You may provide your child with lunch money to purchase a hotdog and drink for \$2.75 or purchase something from our café. The money must be placed in a Ziploc bag and be labeled with the child's name and amount of money given. The maximum amount of money a child should bring with them each day is \$5.00. Only cash is accepted. PLEASE PUT A NAME LABEL ON EVERYTHING!

Lunchtime

The Zone Sportsplex provides two snacks daily. Parents must send children with a balanced lunch that does NOT require refrigeration or heating. Food allergies/preferences: The Zone Sportsplex will do our best to provide children with a variety of snacks that are both nutritious and enjoyable. Should your child have a food allergy, please provide your child with a snack that meets his or her particular needs. If your child brings his or her snack, it may only be eaten at designated snack time and should not require refrigeration or preparation. Please DO NOT send soda or candy for snack or lunch.

Participant Behavior Management Policy

In order to maintain a friendly, fun and safe environment in our summer program, we have adopted the following policies regarding behavior management of campers. These policies ensure that each camper will achieve the most positive experience possible.

The following are basic guidelines and are not all inclusive:

Participants will:

- Show respect and consideration for other participants and staff;
- Exhibit proper manners;

- Respect equipment, supplies and facilities;
- Communicate positively with other participants and with staff;
- Respect the belongings of others;
- Listen and follow instructions from staff; and
- Participate in activities.

Participants will not:

- Use violence, force, intimidation, or other negative behavior;
- Use inappropriate language or name-calling;
- Destroy supplies or property; or
- Bring inappropriate items to the program (weapons, etc.)

If you have any questions, please contact Kelli Crabtree at (360)697-ZONE(9663) or email kellie@zonesportsplex.com.