

CAMP IMPACT PARENT HANDBOOK



4870 Piedmont Avenue
North Charleston, SC 29406
Office: (843) 737-6184
Fax: (843) 277-6633

Welcome!

Welcome to Camp Impact. We are so excited to have your child(ren) join us for an exciting summer at the Camp Impact. It is our goal to provide an engaging, fun and safe environment for all children that encourages them to develop their interests and abilities, while they build friendships and a sense of belonging to our community. By providing activities that require teamwork and cooperation, we teach campers core Christian values that emphasize respect for individuals and responsibility to the community.

Important Contacts for Camp Impact:

To get a message to your child's camp counselor, to discuss child's attendance / enrollment, payment or for general questions contact the **Camp Office at 843-737-6184 ext. 102 or email the Rachel Johnson, Director of Operations at rjohnson@harvestpointecdc.com.**

For questions regarding camp policies, to discuss staff related questions or behavior management issues contact **Prayonda Cooper, Program Director at (843) 737-6184 ext. 108.**

Registration/Enrollment

Registrations must include payment and payment plan. Camp Impact also reserves the right to deny or limit service due to non-payment or prior outstanding financial obligations to the Camp Impact. Spaces in camp are limited. Once the limit is reached, registrations and/or reservations will be denied unless space becomes available.

Enrollment

Children will be considered enrolled in Camp Impact after payment and all required forms are received. The following are required for all children attending Camp

- Camp Registration Form
- Current Immunization Record, Insurance card and health History form (online forms at campdoc.com)
- Medication Permission forms (for any prescription medication or over the counter product to be administered to your child)
- Permission to apply sunscreen (preschool Only)
- Transportation permission form
- Photo Release Form
- Receipt of Camp Impact Summer Camp Parent Handbook and Policies

Financial Policies

Payment

A deposit of \$40.00 per person or \$65 per family (2 or more children) is due at the time of registration. Balance of payment will be due every Friday prior to the upcoming week, unless you enrolled during early bird special.

Cancellation/Withdrawal and Refund Policy

- Cancellations and withdrawals must be requested in writing, to Rachel Johnson at rjohnson@harvestpointecdc.com
- Cancellations and withdrawals on or before June 15th: full refund less \$40 per person, \$65 per family (2 or more children) registration fee. Any drops after June 15th follow the below refund policy.
 - Two FULL weeks prior to the week you are dropping 50% refund less \$35.00 registration.
 - One FULL week prior to the week you are dropping: 25% refund less \$35.00 registration.
 - Less than SEVEN days' notice results in no refunds of dropped week.
- Unused camp days cannot be refunded or substituted with additional camp days. No refunds, other than according to the above schedule, are given for vacations, sick days or other absences from camp.
- Refunds are processed after camp is concluded, unless a complete drop is requested prior to the start of camp. No refunds will be processed during camp.

Scholarship Assistance

If you are having financial difficulty, please contact Rachel Johnson at rjohnson@harvestpointecdc.com for scholarship information. Scholarship applications must be submitted by May 15th to be considered for the current camp season.

Typical Day at Camp

6:30 am – 8:00 am	Before-Care Activities
8:00 am – 8:30 am	Breakfast
8:30 am – 8:45 am	General Assembly – Daily Character Trait
9:00 am – 11:00 am	Academia
11:00 am – 11:30 am	Lunch
11:30 am – 12:30 pm	Outdoor Activities
12:30 pm – 1:30 pm	Creative Arts / Rest Period
1:30 am – 3:30 pm	Special Area
3:30 pm – 4:00 pm	Snack, Wrap-Up & Review
4:00 pm – 6:30 pm	Dismissal & After-Care Activities

Camp T-Shirts

Camp Impact Summer Camp provides one t-shirt at the third week of camp.

Drop Off & Pick Up

All camp drop-off and pick-up will take place at the Impact Center front entrance.

Parents who wish to pick their children up before normal dismissal must contact the camp office to make arrangements for early pick up. Children needing aftercare will be in the Impact Center Building in Room 105. Parents must walk in to pick up child and sign child out.

On the Emergency Contact/Authorized Pick Up Form there is space to list emergency contacts and the other people authorized to pick up your child. Campers will be checked out only to an authorized adult. Please make sure that anyone picking your child up is prepared to show photo ID upon request by a Camp Impact staff person.

If, for any reason, your child will be picked up by someone other than those people listed on the Emergency/Pick Up form, you must provide advanced notice in writing. **When sending a note about dismissal changes, it must include the name of the person picking up, the date and your signature.** Whoever is picking up your child must be prepared to show a photo ID. If someone who is not listed comes to pick up your child and we have no note/message, and cannot reach you, we will refuse to release your child. **For us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file.**

What to Bring Each Day

Please make sure that all items your child brings or wears to camp are labeled with his or her name. Camp Impact is not responsible for lost or stolen items. Your child should come to camp each day with the following:

- Backpack
- Baseball cap or sun visor
- Insect repellent (optional)
- Sunscreen – **please put sunscreen on your camper before they arrive at camp in the morning. Sunscreen may be applied through the day.**
- Sneakers - closed toe shoes
- A change of clothing in a 2-gallon sized Ziploc bag labeled with your child's name for accidents. (Children 4 and 5 years of age)

Camp Attire

- Campers are encouraged to wear comfortable, casual clothes, t-shirts, shorts (2 inches above the knee), jeans, joggers and sneakers.
- **Please label all your camper(s) items.**

PLEASE DO NOT SEND portable CD players, iPods, iPads or other MP3 players, electronic games, toys, cell phones, cameras, trading cards or money to camp with your child. Also, please discourage your child from bringing anything that he/she does not want lost or damaged.

Communication

Through the week you will receive information and pictures detailing your child's activities and informing you of upcoming events

Absences

If your child is going to be absent from camp, please contact the camp office at 843-737-6184 ext. 102 or by e-mail at rjohnson@harvestpointecdc.com prior to 9:00 am. Although we realize campers miss camp for all reasons, there is no refund, credit or extension for missed days of camp.

Rain Days/Hot Days – In the event of rain, children should bring all necessary items, as if it were sunny day. In some cases, regular programming is alerted, and special programs are prepared in advance. Field trips may also be planned. The Program Director will use their best judgment to determine whether to keep campers outside. Parents will be notified via email of plans.

Visitors at camp

You are welcome to visit camp at any time. Please contact your camp director to make arrangements. Camp personnel have been instructed to questions all non-familiar people in the facility.

Counselors and Groups

Each camp group has two counselors. All Camp Impact staff members receives staff training before camp begins. A criminal background check is completed for all camp staff.

Lunch, Food and Snacks

Lunch is provided for campers in our program daily. Lunch menu is available in the Impact Center office and on Harvest Pointe Child Development website.

Camp Impact provide campers with snacks during camp. Allergies –Any camper with an allergy will be provided an appropriate snack.

Lost and Found

Lost and Found items can be found in the Program Directors office.

Photographs

We may take photographs of your child for promotional purposes of Camp Impact programs or events. Your signature on the Camp registration form provides us with permission to use your child's photograph for these purposes. **Please inform us in advance if you do not want your child's image used for any reason.**

Medication Information

Communicable and Infectious Diseases

Camp Impact wants to maintain a healthy school environment by taking steps to prevent the spread of communicable diseases. The term "communicable disease" refers to an illness which arises because of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any student with a communicable disease for which immunization is required or is available, will be temporarily excluded from school while ill and during recognizable periods of communicability. Students with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, Camp Impact may require an independent physician's examination of the student to verify the diagnosis of communicable disease. Camp Impact reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

Any child who is diagnosed as carrying a disease classified as "communicable" is not allowed to become or remain enrolled at Camp Impact if the disease is present. Once the school has written verification from a physician that such a child has become disease free, he or she may be considered for enrollment or re-enrollment at Camp Impact. This policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Acquired Immunodeficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. Camp Impact believes that these measures serve to minimize the further spread of diseases.

Communicable Childhood Diseases

When diagnosed with any of the following diseases, a child must have written consent from either a physician or the Health Department to return to school:

- Chicken Pox
- Measles
- Mumps
- Pneumonia
- Whooping Cough
- Pinworms
- Scabies
- Ringworm
- Impetigo
- Pink Eye
- Strep Throat
- Lice
- Mononucleosis
- Fifth's Disease
- Meningitis

First Aid Procedure

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection, up to and including CPR.
2. Parents will be notified immediately. If they cannot be reached, efforts will be made to find out which physician is to be secured or where the child should be taken. This information must be completed on the DSS Health Form 2900 (5-year-old only) and will be on file for each student in case parents cannot be reached.
3. A representative of the camp staff will stay with child until the parent arrives.
4. Internal medication will be given only by or on the order of a physician.

Illness

For the well-being and health consideration of all students and staff, parents are asked to keep home any student with a fever and/or a contagious illness. It is the policy of Camp Impact that a student must stay home with:

- Fever (24-hours free)
- Vomiting (24-hours free)
- Flu symptoms
- Diarrhea
- Colored nasal discharge
- Persistent cough
- Strep Throat (24 hours on medication)
- Pinkeye (24 hours on medication)
- Lice (24 hours on medication)
- Mononucleosis (until released by physician to return to school)
- Any other communicable diseases

Immunizations

South Carolina state law requires Camp Impact to have on file current immunization records recorded on SC DHEC Form 1148 and medical records for each student.

It is the responsibility of parents to keep up-to-date records in the school office.

Medication Policy

Written, signed and dated parental consent is required prior to the administration of any prescription or over-the-counter medication or administration of special medical procedures.

- All medication shall be used only for the child for whom the medication is prescribed or labeled.
- Medications shall not be given more than the recommended dose. Prescribed special medical procedures ordered for a specific child shall be written, signed and dated by a physician or other legally authorized healthcare provider.
- All medications shall be kept in their original labeled containers and have child protective caps. The child's first and last name shall be on all medications.
- The parent must complete a Medication Release Form indicating date, dosage and time to be administered.

Child Abuse

Camp Impact staff is legally required to report any instance of observed or suspected child abuse or neglect.

Responsibilities of Program, Parents, and Children

Program's Responsibilities

- To provide a positive, safe and enriching environment that meets the developmental needs of children.
- To provide caring staff who show genuine respect for children and provide positive role models.
- To keep parents informed through regular newsletters, flyers and personal communication.
- To promptly notify parents about concerns regarding your child's health or behavior.

Parent's Responsibilities

- To observe the rules and policies of Camp Impact.
- To share concerns with staff members about your child's behavior and work with staff to find an agreeable solution.
- To keep your child's file complete and up to date. **It is your responsibility to inform us immediately of any changes in your contact information.**
- To inform the camp staff when your child will not be in attendance.
- To inform the camp staff if someone else will be picking up your child or if your child will be picked up early.
- To read this handbook, newsletters and other communication sent home.

Child's Responsibilities

- To observe the rules and policies of Camp Impact.
- To adhere to the Behavior Guidelines outlined in this handbook. To participate and have fun!

Behavior Guidelines and Discipline Policy

Camp Impact wants your child(ren) to have a great time when they participate in the Camp program. We feel that it is our responsibility to engage the children in fun and meaningful group activities that give them a sense of belonging and freedom to express themselves. We understand that praise and positive reinforcement are effective methods of behavior management. We also understand that we must act as role models for the children by paying attention to their interests and treating them with respect and kindness. We will set clear guidelines for them and will be consistent in our interactions with them.

We will make every effort to help children understand acceptable and unacceptable behaviors; however, it is important that children enrolled in our camp are able to follow behavior expectations and to fully participate in program activities.

Parents/Guardians are required to inform Camp Impact in writing of any special circumstances that may affect the child's ability to participate fully and to stay within the guidelines of acceptable behavior – including behavioral problems, psychological, medical or physical conditions. In these circumstances, one-on-one counselors, provided by parents/guardians, are welcome in our program to help assist the child to participate and follow our behavior expectations.

Behavior Expectations

- Children must cooperate with staff and follow directions.
- Children must respect other children, staff, Camp Impact and its affiliates equipment and building, as well as outside properties visited.
- Children must stay with their designated group, adhering to our supervision requirements.
- Children must refrain from any behavior that threatens the safety or well-being of any staff person or child in our program, including themselves.

Threatening behaviors that are unacceptable include, but are not limited to:

- Making fun of or insulting someone
- Making obscene gestures or comments
- Punching, kicking, slapping, biting or using physical violence of any kind
- Using foul language
- Taking someone's things or stealing
- Writing nasty things about someone; shouting at someone; gossiping about someone
- Inappropriate physical contact; violation of personal space; threatening someone with physical violence...
- Defacing property of Camp Impact

Discipline Policy

Step One

Children who fail to meet the stated behavior expectations, or who participate in unacceptable behaviors as described above, will be given a verbal warning by their group leader. At that time, staff will point out the unacceptable behavior, will discuss how this behavior affects others, and will offer suggestions for the child to use an alternative, positive behavior. Children will be guided in an age appropriate manner. Younger children may require more coaching than older children, who will only receive one verbal warning. Parents will be notified of behavior.

Step Two

If a child continues to have difficulty with his or her behavior, the child's parent/guardian will be notified with an incident report and/or a phone call during program hours. The child will be asked to take responsibility for the behavior by describing the behavior to his or her parents/guardians. **We ask that parents assist us in helping children to be accountable for their own behaviors.** A child that admits to and takes responsibility for his or her mistakes is

taking a step toward changing the behavior. At this point, the child will help to decide on a consequence for the behavior that will be designed to help change the behavior while in our program. (For example, a child that throws a ball at someone's head may become a referee for that game in the future, making sure nobody breaks the rules; or the child may be asked not to participate in a favorite activity for a time.)

Step Three

If the child's behavior continues to be disruptive or threatening, the child will be subject to suspension. Parents/guardians will be called immediately and asked to pick up the child right away. Depending on the nature of the event, the child may be dismissed for the remainder of the day or suspended for more than one day. Our staff will work closely with parents to help a child succeed in camp, however, it is ultimately the parents' responsibility to deal with any major difficulties that a child is having. If after repeated interventions and attempts to help a child learn positive behaviors, the child continues to be unable to function in a group environment, that child may be asked to leave our program permanently.

Behaviors that may lead to immediate dismissal, suspension or expulsion from our program include, but are not limited to:

- vandalism or destruction of property;
- running away from designated group area;
- theft etc....
- fighting or other violent or dangerous behavior; possession of a weapon of any kind;

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Please keep the Parent Handbook & return the following receipt with your application forms.

Receipt of Parent Handbook

I, _____, parent of
(parent/guardian's name)

(Child's name)

(Child's name)

I have received a copy of Camp Impact Parent Handbook. I understand that it is my responsibility to read this document carefully. I understand and agree to the policies described within the Parent Handbook.

Signature

Date