## **CAMP HORIZON**

**PARENT HANDBOOK** 



# Camp Horizon Summer Day Camp Welcome Letter

Dear Parents and Guardians,

Welcome to Camp Horizon! We hope this letter finds you and your family well. As we begin the new camp season, we would like to welcome all of our new summer families; and would also like to extend a great welcome back to each of our alumni families! As our camp population continues to grow, we are excited to meet the interests of all campers with newly improved programming. Our qualified staff will do their best to introduce your campers to visual arts, athletics, performing arts, fitness, technology, adventure and more. The dedicated staff at Windy Hill Community Center is looking forward to having another great summer!

Carefully review all of the information in this packet and call (770) 528-2562 with any questions or concerns. You may also visit our website at: <a href="www.cobbparks.org">www.cobbparks.org</a> and choose Therapeutic Services to locate Camp Horizon on line registration.

Please make sure you fill out all your forms and return them before camp begins. Your child may not attend camp unless you have completed your current year required paperwork. Last year's forms are not acceptable to admit your child to camp this year.

We thank you in advance for giving us the opportunity to service your summer camp needs where our goal is to have fun, have more fun, and create great ever lasting memories!

Sincerely,

Ann Bonds

Ann Bonds, Recreation Programmer Specialist Windy Hill Community Center

## **Summer Camp Policies**

At Cobb County PARKS, we are committed to providing every camper the best and safest possible camp experience. From our programming to our policies, everything we do is steeped in our philosophy "Cobb County.... Expect the best". We strive to building holistically healthy kids through engagement with understanding, caring & professional counselors laying the foundation for a fun, exciting summer.

Summer Camp Polices:

- Behavior & Discipline Policy
- Illness & Lice Policy
- Inclusion Policy
- Policy on Electronics, Toys, Trading Cards & Pins
- Toilet Training Policy
- Sunscreen Policy
- Refund & Credit Policies

#### DISCIPLINE POLICY

Camp Horizon staff uses the positive techniques of guidance, including logical or natural consequences applied in problem situations, redirection of children to more acceptable behavior, anticipation of and elimination of potential problems and encouragement of appropriate behavior rather than comparison, competition or criticism. Consistent and clear rules are established. Staff members encourage children to solve problems rather than imposing solutions and help children to recognize and respect one another's feelings. Counselors encourage pro-social behavior such as cooperation, helping, taking turns and constructive verbal communication to solve problems. The goal is to help children internalize rules and become self-directed in their behavior.

Camp Horizon reserves the right to dismiss a child for consistent behavior that makes it difficult or impossible for the staff to meet his/her needs and/or the needs of other children in the group. This will occur without a refund (or portion thereof) or credit towards a future program. This will occur only after parent/staff discussion has occurred.

#### **ILLNESS & LICE POLICY**

Camp Horizon should be notified by phone (770) 528-2562 or email if a child is ill, especially if the illness is communicable. Internally, we keep track of the instances of communicable diseases at camp, and when appropriate will notify the parents of all children that may have been exposed, while respecting the confidentiality of campers and families involved.

#### Communicable Diseases

Campers who have communicable diseases will be sent home and may not return to camp until the illness has been treated successfully and the camper is symptom free.

#### Lice

Campers who have signs of head lice (itching, head irritation, etc.) will be removed from their group and escorted to the camp office by the Camp Administrator. If we believe there is a possibility of head lice, we will ask the family to pick their camper up from camp. In order to return to camp, a camper must have had all active lice removed from his or her hair & and no longer show any signs of infestation, itching or irritation.

#### **INCLUSION POLICY**

Cobb County strives to provide a safe and supportive environment for each camper as they work to discover and grow with us regardless of race, gender identity, ethnicity or background. Our goal is to create an atmosphere where campers feel secure enough to expand their comfort zones, try and discover new passions and stretch themselves. We have a diverse camper and staff base, and work to ensure that all of our staff have the appropriate training and emotional intelligence to effectively support our campers along their journey. Incidents that involve any demographically-based or

historically charged language or actions that may jeopardize a camper or staff member's physical or emotional safety will be immediately escalated to our Leadership Team and could result in dismissal from camp without a refund or credit.

#### POLICY ON ELECTRONICS, TOYS, TRADING CARDS & PIN

Camp Horizon strives to provide a program free from video games, cell phones, audio players, toys and other distractions. Please do not permit your child to bring any of these items to camp as they will be busy throughout the camp day and these items also tend to get lost or misplaced when brought to camp. Campers who use electronic devices for self-soothing and calming frustration may be allowed to utilize their devices after review by the Camp Director.

#### TOILET TRAINING POLICY

All campers attending Camp Horizon are expected to be fully toilet-trained by their first day of camp. We ask that families provide an extra set of clothes with campers, if a camper has a history of bathroom accidents. If an accident occurs during camp hours, the Staff and Camp Administrator will notify the camper's primary parent/guardian.

#### SUNSCREEN POLICY & PROCEDURE

**Camp Horizon's** policy is to do everything possible to protect our campers from excessive exposure to the sun, while still allowing them to get the most out of our outdoor games and activities.

#### SUNSCREEN

Parents/guardians should provide sunscreen for use during the camp day. Sunscreen sent to camp should be placed in a sealed plastic bag and labeled with the child's first and last name.

Families are responsible for applying the first layer of sunscreen prior to morning drop-off and provide it for use during the camp day.

During the camp day, Camp staff will take all reasonable and appropriate steps to help each child reapply sunscreen to exposed skin– including the face, the tops of ears, and bare shoulders, arms, legs, & feet– prior to campers' participation in outdoor programs. Counselors will not apply sunscreen when skin is broken or an adverse reaction has been observed. When staff notices these reactions, they will report them to their Supervisor and Camp Coordinator who will contact the camper's family. If, for any reason, counselors cannot apply sunscreen on a camper, she/he may not be able to participate in outdoor activities for his/her own protection. If parents/guardians have more than one camper attending camp, we ask each camper have their own supply of sunscreen so that it is readily accessible throughout the camp day. Camp Horizon has sunscreen available for use by any camper who does not supply their own.

#### **REFUND & CREDIT POLICIES**

Registration fees are 100% refundable when the department cancels the activity. A participant wishing to withdraw from an activity that has not been cancelled by the department must provide a written request at least seven days before the scheduled start of the activity. They may receive 100% credit to the family's account or may request a refund. Within the week prior to the scheduled start of a class refund/credits will not be given except for verified medical/hardship cases. Refunds for payment made by cash or check will be received approximately 2-4 weeks after the refund is requested. Therapeutic Recreation Services Special Events and Trips are non-refundable.

If you wish to cancel your camp registration or apply for a credit to another week of camp, you must do so in writing by contacting our office by email TO: <a href="mailto:ann.bonds@cobbcounty.org">ann.bonds@cobbcounty.org</a> or <a href="mailto:kassandra.joseph@cobbcounty.org">kassandra.joseph@cobbcounty.org</a>. The following policies and timeline apply.

### **General Information**

#### Age Range

Kid's camp is designed for ages 7-21. Campers over age 21 may be accepted with approval of the Camp Director.

#### **Camp Dates**

The Camp Horizon program has 9, one-week sessions starting on Tuesday May 26, 2020 and ending on Friday, July 24, 2020. *(See Summer Camp Themes for weekly breakdown)* 

#### **Registration Dates**

Registration starts on March 18, 2020 at 10:00 am. You may register in person or online. Registration continues each day thereafter until camp is full.

#### **Camp Hours**

Camp starts at 9:00am and runs until 4:00pm. Parents can drop off their campers at the Windy Hill Community Center location ONLY between 7:30am - 9:00am; and pick-up their campers between 4:00pm - 5:30pm. Drop-off and pick-up times are included in the cost of camp. If transportation is provided from satellite locations (Ward Recreation Center and Fullers Recreation Center), drop-off time is 8:30 am and pick-up time is 4:30pm ONLY.

#### Dress Code / Attire

We strongly encourage campers to wear athletic shoes and comfortable clothing. Most of our activities and events include physical activity both indoors and outdoors.

#### Drop-Off / Pick-Up

All Campers who are dropped-off OR picked-up **must be escorted by a parent or guardian** for signing in/out procedures. Signing-out requires a form of ID. No exceptions, this is a safety precaution!!

#### **Extended Camp Hours**

Extended hours care begins at 7:30 am and ends at 5:30 pm. Late pick-up (after 5:30pm) is not offered. In the case of excessive late pick-ups, you may be asked to withdraw your camper(s) from camp.

#### **Fees**

Summer Camps registration fee is \$125 per week for each camper. However, if you are registering multiple campers (siblings) it is half off or (\$62.50) per week for each additional camper. You must register in person to receive the discount or you may be refunded should you choose to register on-line and make payment in-full (on-line registration does not offer the multiple registration discount). All Payments are due upon registration, No Exceptions. Payments must be entered into the database BEFORE any camper may attend Camp Horizon.

#### Field Trips & Special Events

Field trips are an **additional weekly cost** and it is the Parent's or Guardian's responsibility to pay for their Camper(s) trip(s). These fees must be paid in advance weekly upon signing-in, and are paid directly to the vendors. Information about Special Events and Field Trips will be sent home in the weekly newsletter. *Please note Fieldtrips are subject to change due to availability with limited prior notice*.

#### **Lunch & Snacks**

Parents must provide lunch, drinks, and snacks daily. Please pack a hefty lunch and two snacks due to increased activity at camp.

#### Staff

Camp is supervised by the Camp Director and Counselors. Everyone is first-aid and CPR certified. The Counselor-to-Camper ratio is 1:5, not to exceed 1:12.

#### **Valuables**

We recommend all valuables be left at home including, but not limited to: cell phones, hand-held video game devices, MP3 players, cameras, trading cards and silly putty. We will not be held responsible for lost or stolen items.

#### Frequently Asked Questions

#### Q: Does the Summer Camp have Pre and Post Care?

A: Yes, Constructive play time starts at 9am and ends at 4pm. Pre-Camp is 7:30am - 9:00am; Post-Camp is 4:00pm - 5:30pm.

#### Q: What should you do upon arrival to camp?

A: Make sure that you sign your camper in daily. Their names will be listed on a roster in alphabetical order at the front desk.

#### Q: What should you do if your campers name is not on the sign-in roster?

A: Please speak with a staff member to make sure your camper is properly registered.

#### Q: What is the camp registration fee?

A: The registration fee is \$125 dollars for the first camper and \$62.50 for additional campers (siblings) registered under the same family account.

#### Q: What should I do if I am running late and can't pick my camper up before 5:30pm?

A: Late pick-up (after 5:30pm) is not offered. In the case of excessive late pick-ups you may be asked to withdraw your camper(s) from camp. Call (770) 528-2562 ahead of time to notify staff so that accommodations can be made.

#### Q: Will camp registration fees be prorated if I register my camper after the program has started?

A: No, camp registration fees are assessed per week and will not be prorated after registration is completed (i.e. – You registered successfully for the full five days and your camper missed three of those days. **No fees will be prorated**)

2020 Summer Camp Theme	FIELD TRIP T	RIP FEE
<u>Wк1 (May 26-29)</u> "Memorial Day Celebration" Barcode: 16346	Picnic in the park	free
WK 2 (JUNE 01-05) "Incredible Edibles Week" Barcode: 16347	Candy Factory	\$15
WK 3 (JUNE 08-12) "Music Makers Week" Barcode: 16348	Six Flags	\$35
WK 4 (JUNE 15-19) "Back to the Future Week" Barcode: 16349	Hyde Farm	free
WK 5 (JUNE 22-26) "Around the World Travelers Week" Barcode: 1639	McDaniel Farm	\$12
WK 6 (JUNE 29-JULY 02) "Under the Sea Week" Barcode: 16351	GA Aquarium	\$15
**CHILDREN'S HARBOR (JUNE 29-JULY 02) Barcode: 16355**		
WK 7 (JULY 06/10) "Reptiles & Amphibians Week" Barcode: 16352	on site animal visit	TBD
WK 8 (JULY 13-17) "Weird, Whacky, & Wonderful Week" Barcode: 16	Wright Property	free
Wк 9 (July 20-24) "Sports & Beyond Week" Barcode: 16354	The Battery Tour	\$15

<sup>\*\*(</sup>Although not a requirement, Campers will be nominated by their peers and staff for this trip)\*\*



#### Additional Information:

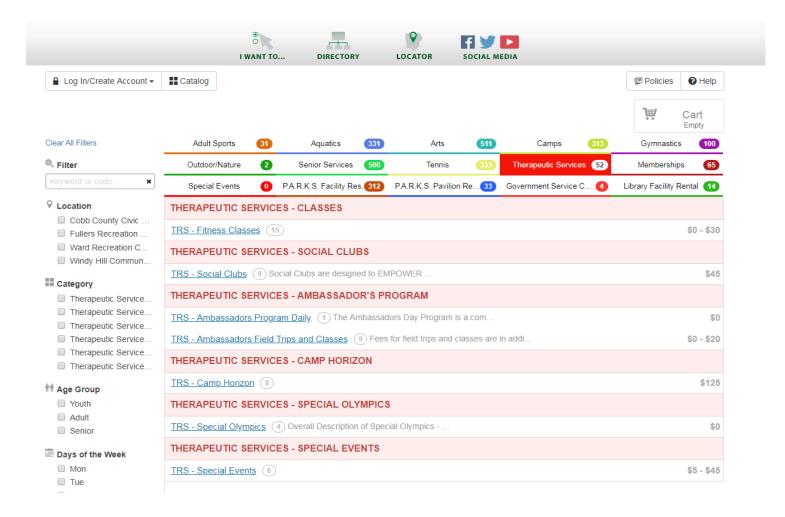
- 1. On fieldtrip days, **Tuesdays** and **Wednesdays**, please drop campers off before **9:00am to** allow timely departure.
- 2. If your camper(s) have any food allergies or restrictions, please let us know.

#### Daily Item(s) to bring:

☐ Lunch, drink & two snacks
☐ A water bottle
□ Sunscreen
<ul><li>Medications *If needed with appropriate administration form</li></ul>
☐ Change of clothing

### How to Register for Camp Online

- 1. Log on to cobbparks.org
- 2. Click the "register or reserve" tab
- 3. Create an account at the top left-hand side of the screen, or log into your family account
- 4. Click "Therapeutic Services" tab
- 5. Click "Camp Horizon"
- 6. Select the weeks (including fieldtrips + fees) you wish your camper to attend "add to cart" and "checkout"
- 7. Please answer the few prompts that pop up prior to completing your payment.
- 8. Select your method of payment and allow system to process.
  - \*\*If you do not email completed forms, please bring in the completed forms on the following page to the office along with method of payment. Payments for camp and fieldtrips are due **PRIOR TO ATTENDANCE**. Campers who have not registered, returned all required completed paperwork, and paid will not be able to attend camp.\*\*



## 2020 CAMP HORIZON REGISTRATION

CAMPER'S NAME		<u>Da</u>	te of Birth	Registra	ation Date
PARENT'S NAMES		Pare	nt E-MAIL		
ADDRESS					
CITY		STATE	ZIP CODE_		
HOME PHONE	MOM W0	ORK	MOM CEL	L	
DAD WORK	DA	D CELL			
ALTERNATE EMERGEN	CY CONTACT & PH	ION <u>E</u>			
Camper E-MAIL					
Will camper take medicati	on at camp? Yes_	No			
Does camper require assi	stance with every da	ay activities? (persor	nal care and hygien	e) Yes I	No
Does camper require whe	elchair accessibility	? Yes N	10		
]	PLEASE CHECK 20	020 DATES / SESSI	ON(S) CAMPER W	/ILL ATTEND:	
SESSION 3 <b>JUN</b>	E 08-12	SESSION 6 JUI CHILDREN'S H. SESSION 7 JUI SESSION 8 JUI SESSION 9 JUI	_Y 06-10	JULY 02	
Before care needed? Ye					
Payment for all sessions i		·		_	
				<u>ittena</u>	
		on Center - Pick			
		d, Marietta, GA 3006			
		Center -Pick up	•		
4	⊦845 Dallas Highway	, Powder Springs, G	A 30127		
\ \	Nindy Hill Comn	nunity Center- <u>Ca</u>	mp Horizon Ph	ysical Loca	<u>tion</u>
1	885 Roswell St. SE	, Smyrna, GA 30080			
For Staff Use Only: Cam	nn 1 (Ratio 1·10)	Camp 2 (Ratio 1:	7) Camn 3	(Ratio 1:3)	Date Received
-	eceipt #	Amount Paid			

#### **COBB COUNTY PARKS DEPARTMENT - CAMP HORIZON MEDICAL INFORMATION**

This information is good for **one** year. **It is imperative you notify us of any changes in condition or medications during the year**. If registering for more than one camper, please complete a form for **each**.

<u>c</u>	CONTACT INFORMATION
Camper's Name (LAST):	(FIRST):
Address:	City/Zip:
Female Male Birthday:	Last Grade Completed:
Home Phone:	Email:
Mother's Name:	Father's Name:
Mother's Cell Phone:	Father's Cell Phone:
	Father's Work Phone:
Alternate Emergency Contact Name:	
Alternative Emergency Contact Phone:	
School Last Attended:	
Type of Class: (i.e. Resource, Self-Contained, Inc	clusive, Typical)
Does your child have a one-to-one aide?	YesNo
Type of services & frequency received (i.e. OP/F	PT 2x week, speech 1x week)
Extracurricular activities (i.e. afterschool, clubs,	religious, sports)
Is child toilet trained?YesNo	Toileting assistance required?YesNo
If yes, please explain:	
Does child have history of physical or aggressive	e behavior?YesNo
If yes, please explain:	
Please describe child's social interaction with a)	) peers b) adults c) siblings
	s having difficulty (not getting his/her way, medication wearing off
Inappropriate activities we should be aware of:	
	nt be without supervision:
Is a bus aide required for transportation? $\_\_$ Ye	esNo
	to contact school concerning the camper's needs: YesNo
Other pertinent information:	
	Moderate Intellectual Disability Severe Intellectual Disability

Circle all that apply: Mild Intellectual Disability Moderate Intellectual Disability Severe Intellectual Disability

Other Impairment Orthopedic Impairment Hearing Impairment Visual Impairment Other Health Impairment

Speech-Language Impairment Pervasive Developmental Delay Traumatic Brain Injury

Attention-Deficit Hyperactivity Disorder Fragile X Syndrome Autism Asperger's Syndrome Down Syndrome Diabetes Shunts Braces/Canes/Walker Hearing Aid Ear Tubes Glasses

Needs Interpreter (type):	Whee	lchair (type):	
Allergies (food, medication, etc):			
SEIZURES: Yes No Epilepsy Ye	es No Are seizure	s controlled by medication? Yes No	
Date of last seizure: T	ype of seizure and treatn	nent:	
MEDICATION: Type, Dosage/Time:			
Type, Dosage/Time:			
A permission form must be obtained, <b>CC PARKS</b> TRS Unit to obtain a form	_	CC PARKS for staff to assist with medication adm	inistration. Contact
for programs must recognize, however	er, that there are potentia	th the utmost safety and concern for participants. all risks of injury when participating in recreation prosafety rules and instructions to protect participants	ograms. CC
	sponsibility of each indivi	cost of medical insurance coverage for injuries wou dual or family to <b>provide their own medical insura</b> l mergency.	
Name of Individual Carrying Primary Insurance	:	Relationship to Camper:	_
Medical Insurance Company:		Policy Number:	_
	EMERGENCY MEDIC	CAL RELEASE AGREEMENT	
	ency medical treatment	e staff of Cobb County to initiate any required ras deemed necessary, including administration to e cost of such treatment.	
participating in the program/ac	ctivity. I also acknowle ion, it is my responsib	ner condition which would prevent me, or my edge that if I have any reservations or concerns pility to consult with the appropriate medical	s about my, or my
given to provide authority and or hospital care which in the b	I power on the part of Opest judgment of a licen	pecific diagnosis, treatment, or hospital care be Cobb County to give specific consent to the dia sed physician is deemed advisable. I understan emergency contact beforehand by telephone.	ignosis, treatment,
	overnmental immunity	not constitute a waiver by Cobb County, its of , when applicable, or any other defenses recogn al law.	_
	of its officers, agents,	e construed as an admission of any liability whand employees. This release and hold harmles ims.	•
- · · · · · · · · · · · · · · · · · · ·		se and know and understand the contents thereof significance, intending to be legally bound ther	_
Participant Signature		Name of Participant (Print) (if Participant is under 18)	
Print Name	Date	Signature of Parent/Guardian	Date

#### PHOTO RELEASE

I understand that, I, as a program participant and/or my minor child listed below, may be photographed for purposes of publication, and I hereby authorize Cobb County, Georgia to publish photographs of our names and likenesses, for use in its printed and online publications (such as newsletters, annual reports, websites, social media and blog posts). I, in both an individual and representative capacity, hereby release Cobb County, Georgia, its Board of Commissioners, its officials, employees, agents, representatives and volunteers, and any third parties involved in the creation or publication of printed and online publications (such as newsletters, annual reports, websites, social media and blog posts) from liability for any claims by me or any third party in connection with my participation or the participation of the minor child listed below.

Sig	nature						Name of i					
— Pri	Print Name				Date	Signature of Parent/Guardian				Da	Date	
		I do 1	not authorize Co	bb Co	ounty, (	Georgia to publish	photograph	ıs taken o	f myself and	d/or the min	or child l	isted above.
				WAIN	ER OF	LIABILITY AND	HOLD HAR	MLESS AG	GREEMENT			
For	and	in	consideration	of	my	<b>participation</b> , do hereby e	in any nter into the	Cobb following	County g covenant:	program	or a	activity I,
I do l	•	agree	not to sue Cobbuch activity.	Cou	nty, Ge	eorgia their officer	rs, agents, er	nployees,	or assignee	es for any rea	ason arisi	ing from my
actin avoid or pr	g on be ling lit oceedi	ehalf igatio ng wl	of myself or my n and is a prereq nich I may bring	estate uisite , or w	e. It is to my which n	on myself, my he expressly understoning participation in sunay be brought, in estate, against any	ood that this ach activities astituted, or	covenants. This cotaken by	t not to sue venant to su my heirs, th	is entered in the shall be a the executors	nto for the defense t s or admi	e purpose of to any action nistrators of
finan	-	spons	ibility, for any ir			ciated with the acing death, that I n				•	_	
	covena e what			but is	not lir	mited to acts of ne	egligence, ei	ther by co	ommission (	or omission.	, of any t	ype, kind or
	eby sta t volur			disab	oility to	o contract and hav	ve read and	understan	d this cover	nant not to	sue and h	nave entered
This Geor		ant no	ot to sue is made	and	entere	d into on this the	da	y of		, 20	, in Co	obb County,
Sig	nature				1	Name of Participa	nt (Print) (if	Participa	nt is under	18)		
 Pri	nt Nam	e	Date		5	Signature of Parer	ıt/Guardian	 Date	Signature	e of Witness	S	Date

In order that the Department assures compliance with ADA (American with Disabilities Act), if you have a specific physical or service accessibility need, please make the staff who work with the program/facilities aware so that we can reasonably accommodate your need.

## **Permission to Administer Meds**

NAME	DAT	Ē
Times	Medication / Dosage	Notes
7:00 am		
8:00 am		
9:00 am		
10:00am		
11:00am		
12 Noon		
1:00 pm		
2:00 pm		
3:00 pm		
4:00 pm		
5:00 pm		
dosage clearly mark		GE / CONTAINER with the time of day to be given a lons IN UNMARKED CONTAINERS! Medication not sed.
, medication to my ch	, authorize the staf nild/children.	f of the Cobb County PARKS Department to administ
Permission to give n	ny child Tylenol if needed Yes	No
signature of Particip	ant	Date
Signature of Parent/	'Guardian	Date

## **Notice of Exemption**

I,	acknowledge that I have been informed that discare facility. I also understand this program is Georgia Department of Early Care and Learning tate licensure requirements.
Parent Signature	Date