



EMAKS DAY CAMP PARENT HANDBOOK

CAMP HOURS:
MONDAY – FRIDAY
8:00AM – 6:00PM

BUSINESS OFFICE HOURS:
MONDAY – FRIDAY
8:00AM – 5:00PM

STREET ADDRESS:
211 SOUTH HIGHWAY 29 BUILDING A
HOGANSVILLE, GEORGIA 30230



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Dear Parents:

Thank you for giving Enhancing Minds for Applied Knowledge Services, LLC (EMAKS) the opportunity to be part of your child's day camp adventure. We believe each child is special in his and her own unique way. Under this belief we strive to make your child's experience at day camp enjoyable, educational, and enriching.

We conduct criminal background checks, fingerprinting and drug testing for all of our staff. All day camp staff will be certified in First Aid & CPR in order to ensure your child's safety and well-being at all times. Please voice any questions, concerns or suggestions to the Camp Coordinator. Our staff has planned terrific activities for your child's day camp experience.

Please use the information in this handbook to learn more about our day camp program.

Sincerely,

Will Crum
CEO



PURPOSE:

Our primary purpose for the Day Camp is to provide an awareness to educational, athletic, and cultural development. The day camp environment will allow children ages from 5 to 12 to learn new skills in a safe and nurturing environment. Day camps experience can have a lasting psychological impact on the development of a child. Therefore, EMAKS seeks to become an empowering resource by bringing together youths from diverse communities, disciplines, and interests.

DAY CAMP HOURS:

Hours: 8:00 AM - 6:00 PM

Pre-Day Camp: 8:00 AM - 9:00 AM

Day Camp: 9:00 AM – 5:00 PM

Post Day Camp: 5:00 PM – 6:00 PM

State Exemption Notice:

Enhancing Minds for Applied Knowledge Services, LLC's day camp is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

Rule 591-1-1-.46 Exemptions

(1) All programs providing group care for children shall obtain either a license or a commission for an early care and education program or an exemption from the department, as applicable. Any person or entity operating or planning to operate such a service believed to meet the criteria for exemption from licensure, as listed below, shall apply to the department for exemption by submitting the department's application for exemption.

Day camp programs for children five (5) years and older that are operated between school terms, whose primary purpose is to provide organized recreational, religious, or instructional activities. The day camp programs may operate during summer and other school breaks and shall operate for no more than twelve (12) hours per day.

NOTE: Exemption approval means this program is not licensed as a childcare learning center and is not required to be licensed. Therefore, the program is not required to comply with the Bright from the Start: Georgia Department of Early Care and Learning rules for childcare learning centers. Bright from the Start does not regulate or routinely inspect this program and would only monitor the program to determine or verify compliance with exemption criteria and requirements. The facility must meet all local requirements, such as complying with building, zoning, and fire requirements.



Our day camp will be offering a fun-filled and enriching daily activities this summer beginning on Monday, June 1, 2020 and continuing until Friday, August 7, 20120. We will be closed for camp on Friday, July 3, 2020.

THE SUMMER CAMP PROGRAM WILL NOT PROVIDE BREAKFAST OR LUNCH AT THIS TIME.

We ask all parents to provide healthy lunches for your child(ren). The camp staff will be providing mid-morning and mid-afternoon snacks. All parents and guardians are required to sign their child in and out each day. When picking up your child you must present your photo ID or child(ren) will not be released.

AGE:

All campers must be between the ages 5-12. A camper must be 5 years old by the 1st of June or the first day of summer camp.

ACTIVITIES:

Performing Arts, Athletic Games, Swimming, Bowling, Reading, Math, Science, Arts & Craft and Field Trips, etc. All indoor, outdoor and public related camp activities will follow the COVID-19 guidelines by the state.

SUMMER SESSION DATES:

1. June 1st - June 5th
2. June 8th – June 12th
3. June 15th – June 19th
4. June 22nd – June 26th
5. June 29th – July 2nd (Closed July 3rd)
6. July 6th – July 10th
7. July 13th – July 17th
8. July 20th – July 24th
9. July 27th – July 31st
10. August 3rd – August 7th



POLICIES & PROCEDURES:

Enhancing Minds for Applied Knowledge Services, LLC's day camp program is designed for children 5-12 years old. The day camper must be 5 years old by the first day of summer camp. Children with special needs are encouraged to attend and every effort is made to include them in all aspects of the program. Each child is considered an individual. The safety and well-being of all children enrolled in Day Camp shall be a consideration in accepting children into the program.

ATTIRE:

Please ensure your child wears the appropriate Day Camp attire. This includes loose fitting, comfortable clothes, preferably shorts and tee-shirt, and sneakers in the summer. Open toed shoes or sandals will be permitted during swim time activities. Please mark/label your child's clothes/items in case they are misplaced somewhere. Day camp staff is not responsible for lost clothes and items.

DROP OFF/PICK UP COVID-19 GUIDELINES:

Parents dropping off and picking up campers must remain in their vehicles. Camp staff will screen campers at drop off. No one with fever, cough, other symptoms will be allowed to enter the day camp site. If parents are found to have dropped off their child without paying, the parent will be called to come pay or pick up their child. The child will not be allowed to come back until payment is made.

AUTHORIZED PICK UP:

Children will be released only to authorized individuals (as designated on registration/application form). No one else will be allowed to pick up the child(ern). Please list all persons authorized to pick up your child, including spouse. Authorized pick-up cards will be issued by staff and checked.

EARLY DROP & LATE PICK UP:

Day Camp begins at 9:00 a.m. each day of the week. You will not be able to sign your child in until 8:45 a.m. Day Camp ends at 5:00 p.m. each day of the week. If your child has not been signed out and picked up by 6:05 p.m., the Camp Coordinator will call the designated parents and/or guardians listed on the application/registration form. If the Camp Coordinator is unable to contact anyone, the Hogansville Police Department will be contacted. There will be a \$5 fee charged for each 15 minutes late. This late fee will have to be paid to EMAKS before the child is admitted back to Day Camp.



MEALS & SNACKS COVID-19 GUIDELINES: COVID-19 GUIDELINES:

Each child must bring their lunch and a bottle of water with him/her each day. Parents must pack non-perishable food in their child(ern)'s lunch bag. The lunch bags must be sealed and labeled with their child's name. Campers are not allowed to use the microwave. A morning and afternoon snack will be provided by us, if necessary. (NOTE: If a child has dietary restrictions, this should be noted on the registration/application form and discussed with the Camp Coordinator.)

SCHEDULE OF EVENTS:

A schedule of weekly camp events will be given out each time the parent pays for Day Camp. The schedule will include information on field trips, curriculum, and activities.

FEES:

FORM OF PAYMENT: (CASH OR CREDIT/DEBIT CARD)
\$120 PER CHILD WEEKLY
10% DISCOUNT FOR ADDITIONAL CHILDREN
(ALL FUNDS ARE NON-REFUNDABLE)

A one-time summer registration fee of \$15 per child will be paid on the day that you register your child for camp. Day Camp fees are paid on a weekly basis and must be paid by the start of each week.

CHANGE OF INFORMATION:

Please notify the Camp Coordinator of any change of information on the child's registration form. (i.e. address, telephone number, emergency contact person, and/or authorized pick up).

HEALTH & SAFETY COVID-19 GUIDELINES:

Children who are ill should not attend Day Camp, for their own good, as well as for the good of other children. If a child becomes ill during Day Camp, parents will be notified, and the child will have to be picked up and signed out. Your child must be picked up if he/she is running a temperature of 101.0 or more. Also, children that are found to have lice must be cleared with a doctor's excuse before returning to camp. Camp staff will clean and sanitize bathrooms throughout the day; shared bathrooms will be sanitized at least twice a day. A Camp Coordinator will limit groups including workers and campers to 20 or less in spaces where 6 feet of social distance cannot be maintained.



MEDICATION DISPENSING:

A medical dispensing form will be provided for parents, if children must have prescribed medicine administered to them during the hours of the program. Parent's signature and the completion of the form will be mandatory. A parent or guardian must fill out and return the Medical Dispensing Form to the Camp Coordinator. Authorization to dispense medications shall be limited to two weeks, unless otherwise prescribed by the physician. Medicine must be brought in its original labeled container, which contains the child's full name. No medicine should be brought to camp in lunch boxes. Any medicines found by the Day Camp Staff that was not dispensed from the Camp Coordinator according to the Dispensing Form, will be taken away and returned to the parent or guardian when the children are signed out for the day. There are limitations pertaining to some medications.

ILLNESS OR ACCIDENTS:

Parents or guardians shall be notified immediately of any illness or injury to the child and their specific instructions regarding action to be taken shall be obtained. A form will be provided in case of an accident or serious illness for authorization to contact a physician; however, this will only be necessary if the Day Camp Staff is unable to reach the parent or other persons designated on the registration form. Parental signature on the application/registration form releases Enhancing Minds for Applied Knowledge Services, LLC of liability (See Waiver of Consent & Liability Section).

PARENTS ONSITE ACCESS:

Parents are permitted access to the Day Camp facilities at any time their child is present by following the COVID-19 guidelines. You will be presented with a Visitor's Pass to wear while you are attending the day camp with your child (ren). The Visitor's Pass will be returned to the front desk area before leaving the premises.



WAIVERS OF CONSENT & LIABILITY:

There is a waiver of consent section on the Day Camp Application/Registration Form that must be read and signed. It states, I hereby give permission for the child listed to participate in the activity listed on the registration form. I hereby acknowledge that there are obvious risks of injury involved in participation in all sports activities and, specifically, the sports activity for which I have registered my child as set forth above. I the parent/guardian of said child, assume all risks and hazards incidental to such participation including transportation to and from activities, and do hereby waive, release, absolve and indemnify and agree to hold harmless Enhancing Minds for Applied Knowledge Services, the sponsors, supervisors, participants and persons transporting the child to and from activities, for any claim arising out of injury to the child, I do hereby covenant that on my behalf and for the minor not to file a claim or bring suit with respect to any such injury or damage. Permission is granted for my child to appear in still or motion pictures using my child's name for educational, promotional or other proper purposes.

I also give permission to a representative of Enhancing Minds for Applied Knowledge Services and/or other sponsoring agency/agent, licensed physician, and emergency medical personnel to obtain medical treatment for the minor of whom I am either parent/guardian should the child become injured or ill in the event I am not available and medical treatment is required. The physicians, medical personnel, agents, or employees of Enhancing Minds for Applied Knowledge Services are hereby released from any claim with respect to such injury during the event of program, including transportation to or from the event and/or to any program. I understand that if hospitalization or medical treatment of a more serious nature is required, I will be contacted if at all possible, by telephone for permission. I have read and fully understand the provisions of the above releases and will be bound thereby.

FIELD TRIPS:

Day camp activities that involve children riding the bus are not considered field trips and no permission slip will be filled out. These activities include bowling, swimming, library, etc. Examples of field trips are visiting Atlanta Zoo, Children Museum, Fire Station, City Park, etc. Day Camp is not required to obtain written permission from the parent/guardian in advance of the child's participation in any field trip. The parents' signature to allow their child to participate in field trips is signed on the registration form. Notice of field trips will be posted and noted on the weekly calendars providing details of the trip including: The name/address of the trip destination, the date of the trip, and the time of departure and estimated arrival time back to camp. If a parent or guardian does not want their child to participate in a field trip, a written note needs to be sent excluding the child from participation to the Camp Coordinator. A staff member will stay behind and provide activities for children who do not participate in that particular field trip.



A list of children and staff participating in the field trip and the emergency medical information form shall be left at EMAKS and copies shall be taken on the trip in the possession of the staff member in charge of the trip. The information shall consist of allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name/phone number of the child's doctor, the local medical facility EMAKS uses and the phone numbers where the parents can be reached. Each child on the field trip is encouraged to wear their nametag with her/his name and EMAKS name, address and phone number.

*T-shirts issued by Enhancing Minds for Applied Knowledge Services are to be worn during all field trips.

DISCIPLINE:

The Enhancing Minds for Applied Knowledge Services Day Camp Program is designed to be a flexible program which provides safe and appropriate care for its campers. Positive reinforcement principles will be used in dealing with children. If a child becomes a discipline problem while attending day camp, a conference will be arranged between the parent and the staff.

We expect each camper to follow the rules of behavior as stated in the Rules Section of this handbook. Inappropriate behavior will be dealt with on an individual basis. Having a child "sit-out" of an activity is generally the most appropriate form of discipline. If necessary, behavioral contracts may be used. Violation of a behavioral contract will also be taken seriously, with program dismissal a possible consequence. If the problem persists, or the child's behavior is deemed severe, the parent will be informed in person along with written notification. The child's name and dates of notification will be recorded on the EMAKS Day Camp Disciplinary Log.

COMMUNICATION:

You may call EMAKS at (770) 224-7553 concerning your child. If your child is off site, a message will be relayed to the Day Camp Coordinator as soon as possible. Please keep non-emergency calls to a minimum. The camp staff strives to give you quality service, but the staff cannot be expected to leave her/his group for unnecessary calls. Please let the EMAKS staff know if your call is an emergency.

CHILD ABUSE REPORTING:

Any Day Camp Staff Member having reasonable cause to believe that a child has had physical injury inflicted upon him/her other than by accidental means by a parent or guardian, or has been neglected or sexually abused or exploited, shall report to the Day Camp Coordinator, who will report to a child welfare agency providing protective services.



DAY CAMP RULES:

1. KEEP HANDS, FEET, AND OTHER OBJECTS TO YOURSELF AT ALL TIMES.
2. NO "HORSEPLAY" OR "ROUGH HOUSING."
3. LISTEN TO AND RESPECT ALL STAFF.
4. USE EQUIPMENT THAT IS PLACED OUT BY CAMP STAFF ONLY.

CONSEQUENCES OF BREAKING ANY OF THE RULES

1. WARNING
2. 10 MINUTES OUT OF ACTIVITY WITH A WRITTEN LETTER OF APOLOGY BY PARTICIPANT
3. LOSS OF ACTIVITY WITH A WRITTEN LETTER OF APOLOGY BY PARTICIPANT
4. WRITTEN WARNING LETTER IS SENT HOME TO PARENTS WITH A WRITTEN LETTER OF APOLOGY BY PARTICIPANT
5. SUSPENSION FROM CAMP
6. EXPELLED FROM CAMP