

ZION COMMUNITY HOUSE SUMMER ENRICHMENT PARENT HANDBOOK



121 Temple Avenue • Newnan, Georgia 30263

678-673-6105

Parents failing to follow the rules and regulations outlined in this handbook may result in child's removal from ZCH Summer Enrichment Camp/Program.

From The Director

I am excited for your child to join us this summer. I want to take a moment to introduce you to the uniqueness of Summer Enrichment.

With that being said, ZCH realizes summers are for fun! Thus, we structure the enrichment in a way that places more structured lessons in the morning with more child-directed activities in the afternoon. Staff are trained to provide options each day for campers to select favorite games and activities each afternoon while implementing the week's theme. This blend, over the past year, has proven a successful combination, and we will continue this daily structure.

Campers will make lifelong friends and learn from our exceptional staff. They'll acquire and strengthen new activity levels as well as values based on social and academic skills. But most of all, they will have FUN!

This handbook will help you prepare your child for camp. We encourage you to read and become familiar with ZCH Summer Enrichment policies and procedures.

If you have any questions throughout your registration process or while your child attends ZCH Summer Enrichment Camp, please don't hesitate to contact myself or our Summer Camp Administrator, Austria Cornelius.

Sincerely,

Luther C. Day

Zion Community House Director

678-673-6105

lutherday@yahoo.com



We will serve your children with compassion, patience, skill and respect. It is our desire that staff and parents/guardians become partners to better serve your children. In return, we ask that you, as a parent/guardian, help us. Let us know of any concerns, ideas or thoughts that you may have regarding camp. ZCH Summer Enrichment is a place for families and we want to do everything possible to strengthen and support your family.

The staff at the ZCH believes that each child is a unique individual with his/her own rate of development. Our goal is to introduce children to as many new experiences as possible and help each child feel confident and secure in a fun, safe camp environment. We are dedicated to molding the lives of our campers and creating friendships and memories that will last a lifetime.

Summer Enrichment is designed to meet the following goals. Each camper will:

- Learn to appreciate oneself, gain confidence, and self-esteem.
- Develop life skills.
- Participate in community service projects.
- Develop positive relationships.
- Develop skills in leadership and group support.
- Learn responsibility.
- Learn to appreciate diversity.
- Enhance and Remediate academic skills.
- Develop a balanced life: physically, mentally, socially, and spiritually.
- Have fun and get dirty.



Payment Policy

Payments are to be made the Friday before or Monday morning before drop-off or students cannot be dropped off. Making payments in advance is also welcome.

BEHAVIOR EXPECTATIONS

To ensure a fun and educational atmosphere for all, safety is the primary focus of ZCH Summer Enrichment Program Staff.

Please review and check off each expectation as you discuss it with your child before his/her first day. Staff will work with Camp Members to develop unique and fair guidelines each week to help keep everyone safe. To keep parents/guardians informed, Supervisors are asked to keep an open communication as to how well each child does in helping maintain a safe environment.

Expectations of Camp Behavior:

Respect all participants, staff, and property

Bullying behavior is not tolerated

Participate in all activities

Work as a team when asked

Play safely

Follow all rules and staff instructions

Use appropriate language

Share with all Camp Members

Practice self-control

Remain in sight of Staff at all times

Consequences of Misbehavior:

ZCH believes in Conscious Discipline®, which is a form of classroom management based on current brain research, child development information, and developmentally appropriate practices. The intent of all consequences used at ZCH Summer Enrichment is to educate. However, we do realize a time may arise that the following may take place:

- If the unacceptable behavior continues beyond interventions, staff will contact the camp member(s) parents/guardian.
- Continued misbehavior and misbehavior that endangers Camp Members, Staff, Volunteers, or guests could result in suspension from the program.

Refunds will NOT be given for camp members sent home due to inappropriate behavior.

HEALTH ILLNESS

If your child will be absent, please notify ZCH by calling 678-673-6105 so that plans can be made accordingly.

If a child becomes ill while in camp, the parents or guardians will be notified for the child to be picked up. In the event that parents or guardians cannot be reached, we will contact emergency contacts listed in your child's file. All sick children must be picked up within an hour of being contacted. A child who cannot comfortably participate in camp activities, and could possibly compromise the health and safety of the other children, should be kept home. Each child will also need to stay home if they have any COVID-19 symptoms. All symptoms will be checked before entering.

Signs or symptoms which require exclusion also:

- Oral temperature of 101 degrees or greater.
- Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or any unusual signs).
- Uncontrolled diarrhea
- Vomiting (two or more episodes in the previous 24 hours).
- Mouth sores
- Rash with fever or behavior change
- Pink or red eyes with white or yellow discharge
- Untreated scabies, head lice, or other infestation
- Known contagious diseases while still in the communicable stage.

INJURIES & EMERGENCY CARE

The health and safety of the children in our care is our top priority. Even with watchful eyes, children are often testing their physical limits making injuries inevitable. A report will be filed when an accident or injury occurs during the program. The incident/accident form will be given and explained to the parent at pick-up. It will be signed by the parent. The form will remain in the child's enrollment file. If you would like a copy of the form to take home, please notify the camp staff.

If the child is seriously injured while at camp, the parents will be notified immediately. If they cannot be reached and the child needs emergency medical care, an ambulance will be called and the child will be taken to the hospital emergency room. The emergency medical care form will accompany the child. The adult who accompanies the child to the emergency room will stay with the child until a parent or guardian comes to assume responsibility. Please keep your child's enrollment information up-to-date on phone numbers, emergency numbers, and other pertinent information so that you can be reached if necessary.

CHECKLIST FOR ALL CAMPS

WHAT TO WEAR TO SUMMER CAMP

- Comfortable, weather-appropriate clothing that is allowed to get dirty
- Comfortable, closed-toe shoes and socks (sandals are not permitted)
- Apply sunscreen before you arrive each day
- Hat (optional)
- Pair of clean socks (optional)

WHAT TO BRING TO SUMMER CAMP

- Lunch (optional, if picky eater) marks the child's name on the bag.
- Money-only if a child plans to purchase from the snack closet.
- Reusable water bottles marked with a child's name. (optional)
- Insect repellent and/or sunscreen (optional if you want a specific kind/brand used)

WHAT IS NOT ALLOWED AT SUMMER CAMP

- Excessive money (\$5.00 to \$10.00 should be plenty of money for use at snack closet)
- Extra food (unless medically needed); ZCH provides daily snacks
- Toys
- Clothing with abusive language/pictures
- Sandals, flip-flops, or other open-toed shoes
- Cell phones during instructional time (During Academics)

Children are responsible for any items they bring to Camp. Please clearly mark ALL items with your child's name. Call ZCH at 678-673-6105 for Lost and Found items. Any items left at Zion Community House at the end of the season will be donated to charity.

ZCH is not responsible for any lost or stolen items your child brings to camp.

MEDICATIONS

The program will administer prescription medication, with the prescription label, or over the counter medication with a doctor's note. The doctor's note must include: name of medication, dosage, intervals, and reason for medication, start date and stop date. An Authorization for Medication form must be completed by the parent prior to any medication being administered. Medication will only be administered by senior first aid training. All medication will be kept locked in the classroom emergency backpack and returned to the parent when treatment is complete. Medication will only be given exactly as prescribed. All medications must be kept in the original container. See the front desk for medical forms.

BEHAVIORAL MANAGEMENT

Caring, Honesty, Respect and Responsibility are the values we most emphasize at Summer Enrichment. These values are incorporated into all of our programs, form the basis of our staff's role modeling, and underpin the methods we use to manage behavior amongst campers. Campers are expected to incorporate these values while they are with us, and we use them to address instances when behaviors fall outside of their boundaries. All staff members participate in an intensive training program that prepares them to deal with all aspects of camp life. We emphasize positive, age-appropriate discipline techniques that guide and encourage children, and at the same time establish clear behavior guidelines and expectations. At all times, staff members are guided by the principle that all people deserve to be treated in a respectful and caring manner. We also understand that children are still learning the best ways to self-govern behavior, and sometimes are still imperfect in it. Campers are expected to treat fellow campers and staff with respect and to abide by the camp rules. At that time, campers are encouraged to ask questions to ensure a clear understanding. Individuals are held accountable for their actions. Staff members support campers by clearly defining and enforcing expectations and responsibilities. If significant behavior problems do arise, parents/guardians will be consulted and a plan for behavior management will be developed. In the event that a camper's behavior does

not improve after all avenues of intervention have been explored, or when one camper's actions are detracting from the experience of others, the camper will be sent home. Some actions require immediate dismissal from camp. These include but are not limited to use of tobacco products; consumption or possession of alcohol and/ or drugs of any kind; harassing or lewd behavior; endangerment or threat of endangerment to self or others; or damage to property. Campers sent home because of behavior problems will not be entitled to any refund of fees, and parents will be responsible for all transportation from camp as well as for any property damage by the camper. The staff of ZCH will not handle campers who have severe emotional disturbances, demonstrate violent behavior, or who routinely violate rules and policies.

ACTIVITY WAIVER/PHOTO RELEASE

This form gives your permission for your child to participate in camp activities. Photos of campers are shared on our secure website: <https://zionscommunityhouse.org/summer-enrichment> for parents to view during the camp session. Additionally, photos are periodically used for promotion and camper recruitment. The release form provides you the opportunity to request your child's image not be recorded or used.

CONFIDENTIALITY POLICY

**All campers' records, forms and information, will be confidential and
are available to parents and guardians upon request.**

**This information is used only by ZCH Staff in compliance with
providing your camper with the highest quality of care.**
