



# **GRACE OUTREACH CENTER**

GO! Youth Action

Summer Camp 2024

Parent Handbook

### Location

Grace Outreach Center

1530 W. Elliot Rd., Gilbert, AZ 85233

480-252-6750

### Program Dates

- Week 1: Operation Adventure: The Ultimate Adventure
  - June 10 – June 14, 2024 (Monday – Friday)
- Week 2: Arizona Wild: Exploring the Animal Kingdom
  - June 24 – June 28, 2024 (Monday – Friday)
- Week 3: Discovery Quest: Explore, Learn, & Adventure!
  - July 8 – July 12, 2024 (Monday – Friday)
- Week 4: Olympic Odyssey: Unleash Your Inner Champion
  - July 15 – July 19, 2024 (Monday – Friday)

### Camp Hours

Monday – Friday, 8AM – 4PM

Late pick up (4PM – 6PM) option available. \$10 day/\$40 week

### Enrollment Procedures

GO! Youth Action Summer Camps enrolls on a first-come, first-served basis.

Upon registration, families have the option to enroll in select days or register for an entire week. A full week of camp is \$250. The individual day price is \$60.

Student registration can be completed online from the Grace Outreach Center website. GO! Youth Action Summer Camp utilizes Sawyer software platform. If new to Sawyer software, please create an account by visiting <https://graceoutreachcenter.com/go-youth-programs>. This account will be used for all future online transactions. Once a new registration is received, and approved, an email confirmation will be automatically sent to the family. If a family is eligible and has selected a discount, or a student has an IEP\*, the student registration will need to be approved and may take a minimum of one full business day. All student IEP's must be emailed or scanned to Grace Outreach Center Administrator at [Alexandra@graceoutreachcenter.com](mailto:Alexandra@graceoutreachcenter.com).

It is the parent's responsibility to make sure that all information on student's profile is completed at the time of registration and is kept current thereafter. It is extremely important that all home, business, mobile, and emergency contact numbers are correct. No one may pick up your child unless listed on student's profile. To make changes, log into

Sawyer account to make changes. Should you need any assistance with your account, please email support team directly at [help@hisawyer.com](mailto:help@hisawyer.com).

### Billing and Payments

All student information provided by the parent will be used to complete a student's registration and Emergency contact information. A non-refundable \$30.00 deposit per child is due at the time of registration, which holds a spot for the child. The balance for June camps is due 06/07/2024. The balance for July camps is due 07/05/2024. Camp can be paid in full at the time of registration. There will be no refunds of camp tuition, beginning Monday of camp week.

Fees: \$250/week, \$60/day

Late Pick Up: \$10/Day, \$40/week (4 – 6pm)

### Late Payment Fees

Payments received after the due date will be charged a \$20 late fee.

### Late Pick-Ups Fee

A late pick-up fee of \$1 for every minute, per child, will be assessed for any pick-up after 4:00pm (or after 6:00pm if enrolled in late pick up). Your account will be automatically charged in the Sawyer system. More than three late pick-ups per summer may result in dismissal of your child from the program.

### Discounts

Sign up for all 4 weeks of summer camp to receive 30% off tuition. Must be enrolled and paid in full by 06/07.

Sign up for 3 weeks of summer camp to receive 20% off tuition. Must be enrolled and paid in full by the Friday before first week of camp.

20% off sibling discount offered for a full week of camp.

### Refund Policy

The deadline for cancellations with a full refund will be the Friday before the start of the camp session.

Cancellations made after the deadline will not be eligible for a refund.

### Illness, Accidents, & Emergencies

Parents must inform GO! Youth Action Summer Camp when an absence is due to illness. Please note that a child may not attend GO! Youth Action Summer Camp if they exhibit any of the following symptoms:

- Fever within the past 24 hours
- Vomiting
- Diarrhea
- Undiagnosed rash
- Inflamed or matter-filled eyes
- Sever cold or sore throat
- Swollen glands
- Head or stomach ache
- Head lice

### Accident & Emergencies

If a child is injured at the site, basic first aid will be administered. If a physician must treat a child, the child's parent/guardian will be contacted. In the event of an emergency, a child will be given the necessary emergency treatment until a parent/guardian can be contacted. Parents will be responsible for all cost incurred in such emergencies.

### Emergency Contacts

Parent/Guardian must ensure that the information provided in the Sawyer account is kept current. It is critical that all contact information is correct in case of emergency.

Parents/Guardians and Caregiver contacts listed in Sawyer account will only be allowed to pick up a child.

### Medication Administration & Emergency Procedures

Medication is not given to a participant without prior arrangements with the Program Manager. Medication will be held and administered by a GO! Youth Action Summer Camp staff member. All medication must be labeled by a pharmacist and must include the name of the child, date, dosage, name of medication, and method of administration. A "Medication Consent Form" must be completed by the parent or guardian and be kept on file at the site.

Any unused or expired prescription medication will be returned to the Parent or Guardian. Medications will be disposed of two weeks after the end of summer camp, or a child's withdrawal from the program if not picked up from GO! Youth Action Summer Camp.

### Special Needs

Reasonable modifications will be provided to afford a child with a disability meaningful access to GO! Youth Action Summer Camp, unless demonstrated that the modification would be a fundamental alteration in the nature of GO! Youth Action Summer Camp or

constitute an undue financial and administrative burden. Any child, including children with disabilities, may be removed from GO! Youth Action Summer Camp if that child, even with reasonable modifications, is so disruptive to the camp that other children cannot participate or are in danger.

If a child has special needs or disabilities, please contact Grace Outreach Center Administrator prior to registration. It is required that you provide copies of your child's IEP, medication schedule, and qualifications for staff.

#### General Student Guidelines & Requirements

Campers must wear and/or bring the following items daily. Each item must be clearly marked with student's name:

- Athletic shoes if camper wants to participate in active games or dances.
- Backpack or bag for personal belongings, labeled.
- A water bottle. Water will be available throughout the day at center.

Campers are responsible for their own belongings. Please note that GO! Youth Program does not assume responsibility for personal belongings if damaged, lost, or stolen. This includes electronic devices such as cell phones, tablets, laptops, video game systems, etc.

#### Student Behavior Guidelines

Our staff will focus on helping children learn appropriate behaviors. Positive techniques are used to guide children's behavior. Parents/Guardians and staff are viewed as partners in guiding a child's development. Parents will be kept informed of problems should they arise.

Children will be expected to display responsible behavior when they are attending GO! Youth Action Summer Camp. Emphasis is placed upon each student taking responsibility for their own actions and behaviors. Grace Outreach Center has a zero-tolerance policy for bullying, including but not limited to cyberbullying, the use of profanity, or any other behavior that violates the guidelines.

These guidelines aim to create a safe, inclusive, and enjoyable environment where campers can learn, grow, and make lasting memories.

##### 1. Respect Others:

- Treat fellow campers, staff, and instructors with kindness and respect.
- Use polite language and manners when interacting with others.
- Listen attentively when others are speaking and wait your turn to speak.

##### 2. Follow Instructions:

- Listen carefully to instructions given by camp staff and follow them promptly.
- Ask for help if you don't understand something or need clarification.
- Always follow safety guidelines and rules during activities.

### 3. Be Inclusive:

- Include everyone in activities and games, and avoid excluding others.
- Be open-minded and accepting of differences in backgrounds, abilities, and interests.
- Work together as a team and support each other in achieving common goals.

### 4. Practice Good Sportsmanship:

- Win and lose gracefully, and congratulate others on their successes.
- Play fairly and honestly, and avoid cheating or engaging in unsportsmanlike behavior.
- Encourage and support teammates, even when facing challenges or setbacks.

### 5. Take Care of Property:

- Respect camp facilities, equipment, and materials by using them appropriately.
- Clean up after yourself and help keep the camp environment tidy and organized.
- Report any damage or problems with equipment or facilities to camp staff immediately.

### 6. Stay Safe:

- Follow safety rules and guidelines provided by camp staff during all activities.
- Never be out of sight or sound of staff.
- Walk, don't run, in designated areas and be mindful of others around you.
- Report any accidents, injuries, or incidents to camp staff immediately.

### 7. Respect Personal Space:

- Respect the personal space and boundaries of others.
- Keep hands, feet, and objects to yourself, and avoid rough play that could cause harm.
- Seek permission before borrowing or using someone else's belongings.

### 8. Use Technology Responsibly:

- Follow camp rules regarding the use of electronic devices and technology.
- Use devices only during designated times and for approved purposes.

- Respect others' privacy and avoid sharing personal information online.

#### 9. Practice Good Hygiene:

- Maintain good personal hygiene by washing hands regularly and keeping clean.
- Cover your mouth and nose when coughing or sneezing, and dispose of tissues properly.
- Follow camp guidelines for proper attire and grooming.

#### 10. Have Fun and Be Positive:

- Approach each day with a positive attitude and enthusiasm for learning and exploration.
- Participate fully in camp activities and make the most of each opportunity to have fun and make new friends.
- Be patient and supportive of others, and remember that every camper contributes to the overall camp experience.

If a child is not following the direction of staff or has violated the behavior guidelines in a way that jeopardizes their safety or the safety of others, a parent/guardian will be required to pick up said child immediately. A child's choice may result in positive or negative consequences such as rewards, redirection, or loss of privileges.

In the unfortunate event that the Program Manager determines that a child cannot benefit from GO! Youth Action Summer Camp or presents a danger to themselves or other children, parents/guardians may be required to withdraw their child from the program.

#### Transportation Policy

Grace Outreach Center does not provide transportation to or from our camps.

Parents/Guardians are responsible for transporting their child to and from the center.

#### Sign In & Out Procedures

For the safety of your child, individuals will be required to show proof of ID to the site staff at any time. Always bring an ID to the site. A child must be signed in with parent/guardian or other persons specified on their Sawyer contact form at drop off.

A child will not be released to an individual refusing to show ID upon request. Police will be called if a child is removed from the program by anyone refusing to show ID. A child will be released only to those persons specified on their Sawyer contact form. Exceptions cannot be made without advance written permission of the parent/guardian. It is assumed that both parents have the right to pick up a child unless it is otherwise noted. If one parent has

sole legal custody of a child, please provide appropriate documentation to Grace Outreach Center Administrator before start of camp.

In case of an extreme emergency only, the parent/guardian who registered the child for summer camp may call the site to authorize emergency telephone release of their child to a designated person. Parents will be asked very specific information regarding their child prior to the release being authorized by the staff. A photo ID will be required from the designated person at the time the child is picked up.

**Staff Requirements**

Staff members meet or exceed established educational and experience requirements for the positions held, participate in formal training each year, and undergo background checks through local, state, and federal authorities. Staff is required to have a fingerprint clearance card and be CPR & First Aid certified. Our average staff to student ratio is 1:10.

**Insurance**

GO! Youth Summer Camp carries liability insurance.

**Business Office Location & Hours**

The administration office hours are Monday – Friday, 9AM – 4PM and is located at:

1530 West Elliot Road, Gilbert, AZ 85233

Phone number: (480) 252-6750

Administrator: Alexandra Hernandez, [Alexandra@graceoutreachcenter.com](mailto:Alexandra@graceoutreachcenter.com)

Program Manager: Shannon Webb, [GOprograms@graceoutreachcenter.com](mailto:GOprograms@graceoutreachcenter.com)