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**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **OUTWARD** **BOUND SUMMMER** **CAMP**

**SUMMER CAMP PARENT HANDBOOK  
ON SOLID GROUNDS, INC.**



# WELCOME TO CAMP!

“We do not believe in ourselves until someone reveals that deep inside us something is valuable, worth listening to, worthy of our trust, sacred to our touch.”

-E.E. Cummings

## ABOUT OUR CAMP

Outward Bound is a behavioral-focus summer camp. The program emphasizes responsibility, self-examination, and positive coping skills. The program is theme-based and focuses on literacy, low-country heritage/culture, self-awareness, and healthy behavior. Our focus is to encourage campers to demonstrate four key character traits; Caring, Honesty, Respect, and Responsibility.

Campers will participate in our Rites of Passage Program: They will learn skills and challenge themselves by moving through levels of proficiency. The growth and responsibility that they experience will build self-esteem and self-confidence, which they can take home with them. Outward Bound Camp will allow children to learn the consequences of negative behaviors, and adjust accordingly. The structured nature of Outward Bound Behavioral Camp can establish a firm foundation on which children can build positive behaviors to take back home and school.

At Outward Bound, we work with children diagnosed with ADHD, Adjustment Disorders, Mild Depression, Oppositional Defiant, and Anger issues. If you have any questions, please feel free to contact us at 843-795-8212.

## ON SOLID GROUNDS (OSG) MISSION

On Solid Grounds Child & Family Center (OSG) is a 501 (c)3 nonprofit organization working to provide counseling and educational support to children and families. Our mission is to increase the emotional and intellectual competency of at-risk youth and their families.

The **Outward Bound Program** at On Solid Grounds is dedicated to building a healthy spirit, mind, and body through a design that promotes good health, strong families, youth leadership and community development.

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# REGISTRATION AND PAYMENT

A registration form and all camp required paperwork must be completed and submitted for each camper before entry into the program. Please see the camp paperwork section for a list of all required paperwork. \$25 non-refundable, non-transferable deposit is due at the time of registration. The weekly cost is \$80. Payments are due every Friday. Payment must be made a week in advance.

## CANCELLATIONS

Camp cancellations must be submitted in writing to the main office. Refunds will be issued, less the registration and/or deposit if received two (2) weeks prior to the withdrawal date. No credit or refund will be granted if withdrawal is within two weeks of the start of camp. If a child is removed from camp (due to behavior, homesickness, etc.) there will be no refund of camp fees for the period concerned.

## FINANCIAL ASSISTANCE

On Solid Grounds, Inc. is committed to serving our community. Families may also apply for the ABC Voucher Program.

## FORMS FOR ENROLLMENT

All Forms can be requested by calling our office at 843-795-8212

In order for your child to attend On Solid Grounds- Summer Camp, we must have the following items prior to first day of attendance:

1. Registration Form – completed and submitted.
2. Signed Acknowledgement of Receipt of Parent Handbook.
3. Participant Forms (4 pages completed by the parent & 5<sup>th</sup> page completed by a physician)
4. Registration Fees (non-refundable).

If forms are not completed and submitted, On Solid Grounds will not permit the child to start camp. All paperwork is required as a part of entry into the program.

## OUR STAFF: PROFESSIONAL ROLE MODELS

The Outward Bound Camp Director, Supervisors and Counselors have all been well trained in an On Solid Grounds training program. Camp Directors and Head Counselors are professionals; college graduates or trained adult staff. All Assistant Counselors are 16 years of age or older and have received professional training. We take pride in the high expectations we set for our summer camp staff each year. We know you will love our staff too!

## OUR DAILY ADVENTURES

With every new experience comes a chance to learn and grow. Our goal is to create an atmosphere of trust and friendship so that each camper will feel happy and confident at camp. Camper's activities include literacy, science, math, arts and crafts, therapeutic games, and field trips.

## OUR SUMMER SESSION

Summer I (6/12/19 – 6/27/19)

Summer II (7/01/19 - 7/18/19)

## CAMP DAYS, HOURS, AND FEES

Children ages 5 to 10 may register for camp. Camp runs Monday thru Thursday from 8:00 am to 12:00 noon. We have a total of 12 campers per session. Camp consists of two groups, The Monkeys and the Owls. **Monkeys** (5 to 7 years old), and **Owls** (8-10 years old). Each group will be assigned an Assistant Counselor. The groups will operate on a daily schedule which will be provided to each camp group.

### SESSION FEES

Daily Fee	\$80 per day (4 days)
Session I Fee	\$240 (3 weeks)
Session II Fee	\$240 (3 weeks)
Total Summer Camp Fee	\$480 (6 weeks)

# FIELD TRIPS

We will provide transportation for all trips. We have included a blanket permission slip in the packet that must be signed by the parent or legal guardian in order for your child to attend camp, as the trips are a part of camp participation. There will be no staff members available to stay behind with campers with unsigned permission slips. Pick up and drop off procedures for the students will still be followed. Field Trips are currently scheduled as follows:

Week 1:	June 12 <sup>th</sup> to June 13 <sup>th</sup>	Charleston Aquarium
Week 2:	June 17 <sup>th</sup> to June 20 <sup>th</sup>	James Island County Park (Water Sprinkler)
Week 3:	June 24 <sup>th</sup> to June 27 <sup>th</sup>	TBD
Week 4:	July 1 <sup>st</sup> to July 3 <sup>rd</sup>	Bowling
Week 5:	July 8 <sup>th</sup> to July 11 <sup>th</sup>	James Island County Park (Water Sprinkler)
Week 6:	July 15 <sup>th</sup> to July 18 <sup>th</sup>	TBD



## WHAT TO EXPECT

Going to summer camp is a very exciting experience for campers and parents. Campers should expect to have fun, make friends, and have new experiences each week. Camp will continue rain or shine. Coming prepared will make for a safe and enjoyable summer.

## WHAT TO BRING

Please label all items with camper's name.

**WATER:** Please send a water bottle. Staying hydrated on hot days is important.

**LUNCH:** Lunch will be provided for campers. Refrigeration will not be provided. Please do not send perishable items. We will also provide a morning snack and drink.

**CLOTHING:** Campers should wear play clothes, as we do a lot of outside play and messy art projects. Every camper will receive a camp T-shirt. We ask all campers to wear their camp shirt on trip days, which are every Thursday.

**SNEAKERS:** Sandals and open toe shoes are not advised!

**BATHING SUITS:** Please have children wear bathing suits under clothes, and also remember to bring a change of clothes (including underclothes) for after swim activities.

**SUNSCREEN:** Apply sunscreen to your child every morning as needed. We ask that you also send extra sunscreen in their backpacks.

**UMBRELLA:** For rainy days.

## WHAT NOT TO BRING

Please do not bring the following items: iPods, weapons, alcohol, drugs, animals, vehicles, walkmans, skateboards, rollerblades, radios, Gameboys, DS's, PSP's, large amounts of money, jewelry or other valuable items. We may from time to time have days that you will be allowed to bring in special items. We are not responsible for lost, stolen, or broken articles.

# GETTING HERE AND HOME SAFELY

## SIGNING IN AND OUT

Each group will have a sign-in and sign-out sheet. A parent or authorized adult (18 years of age or older) is required to sign daily at delivery and pick up times. Minor siblings and/or the child in our program cannot sign out under any circumstance. To ensure that all campers are safe when arriving and departing from On Solid Grounds Camp we ask that all authorized adults have their photo ID ready to be checked at the time of sign out. PHOTO ID's WILL BE CHECKED UPON SIGNING OUT A CHILD.

## LATE PICK-UP POLICY

To get our campers and staff home on time, it is important that parents pick up their children by the required time. While we realize that there are times when you will be held up, we have a policy that covers late pick-ups. We appreciate a phone call when you are running late, but a late warning or fee will still be given. The following is our policy:

1<sup>st</sup> time - more than 5 minutes late a written warning.

2 or more late pick-ups - a \$5.00 fee for the first half hour (or part of) per child. \$10 fee for every subsequent half hour thereafter. After three late fee assessments, continued program participation will be reviewed. We hope this policy will not be needed.

This policy is a matter of mutual respect between the Outward Bound staff and our participants. Children grow quite anxious when their parents are tardy.

## POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) or guardian(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) or guardian(s) cannot be reached.



If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parents(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times.
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member may have to call the Department of Social Services to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- 1) The child may not be released to such an impaired individual.
- 2) Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s).
- 3) If the center is unable to make alternative arrangements, a staff member shall call the Department of Social Services to seek assistance in caring for the child.

On Solid Grounds cannot allow an unsupervised child to be released from the program unless we have written instruction from the child's parent(s).

# TAKING GOOD CARE

Our camper's health and safety is first and foremost our top concern. Please help us keep campers healthy this summer by following these guidelines.

## **MEDICATION**

Please note to one of the Supervisors any special medication needs that your child has. The Director or other Senior Staff members must keep medication with complete written instructions about administering it. This applies to all medication, both prescription and non-prescription, (i.e. Epi- Pen, cough syrup, cold tablets, asthma medication, etc.) The exact dosage and time to be administered must also be included. The medication must be in its original container with its original instructions.

## **ILLNESS**

If your child is ill, please keep them home. If your child becomes ill at Outward Bound and cannot participate in activities, we will notify you and ask you to pick up your child as soon as possible. If you are unavailable, we will call the emergency phone contact on your child's form. Please keep this information up-to-date.

## **MEDICAL EMERGENCIES**

Camp staff will treat minor injuries, such as small cuts, bumps, and insect bites. If the injury needs further treatment, the Camp Staff will contact the parent. Please be sure that the emergency phone numbers are up-to-date. If your schedule changes daily, please provide the temporary numbers or a cell phone number, to one of the Staffs.

Please note that if Outward Bound staff do not have the required skills to care for an emergency, then

911 will be called. Families assume the financial responsibility for all medical services (including emergency transportation).

## **HEALTH RECORDS**

Each camper is required to have a Camp Health and Medical Form completed prior to starting our camps.

Also, any information regarding allergies and/or specific medications that a child may have or need will be dispersed accordingly to camp staff for the safety of your child.

## **ATTENDANCE**

If your child is going to be absent, please call the office by 8:30AM or transportation cell by 7:00 AM (if the child is utilizing program transportation services). We will be leaving the campsite at different times and need to know that we have accounted for all children. No payment credits are made for absences.

# KEEPING THE PEACE

Outward Bound expects all campers and staff to demonstrate the four values of Caring, Honesty, Respect and Responsibility. To that end we establish clear rules and a guidance policy steered toward self-direction and conflict resolution.

## PROGRAM RULES

- Campers must always be in the presence of a counselor.
- Campers are expected to respect the counselors, and must treat others in a caring, respectful, honest and responsible manner.
- Inappropriate language is NOT allowed.
- Fighting, including play fighting is not allowed.
- Participation in activities and tasks is expected.

## DISCIPLINE POLICY

Restrictions and rules cover situations where physical safety is a factor and the emotional well-being of others is involved. Each counselor is required to maintain a log of disciplinary concerns. Should a difficult behavior problem occur, an established series of steps will be followed:

1. When necessary, the child will be spoken to by a staff member.
  - a. If the child continues to misbehave, he or she will be asked to sit and think about why he/she is sitting.
  - b. Once a few minutes have passed, the counselor who sat the child out will talk to the child and revisit the pros and cons of the child's actions and then he/she will be asked to come back and join the group.
  - c. If the child continues to misbehave, a second time-out will be issued. The parent will be informed at pick-up time.
2. If poor behavior continues, parents may be called and asked to pick up their child.
3. On the second call to the parent, the child may not attend the program for 1 day (more if necessary by the Director). Serious infractions will result in an immediate suspension.

4. Any further problems may result in a request for that child to withdraw from the program. Biting, spitting, inappropriate language, inappropriate touching or use of physical force will not be tolerated and are grounds for suspension or immediate dismissal from Outward Bound Summer Camp.

If a parent has any concerns about something that happens at Camp, please talk with staff or notify Camp Director immediately. We take any concern seriously.

## **CHILD ABUSE POLICY**

On Solid Grounds protects and serves children. We follow all states, federal, and county regulations. We are obligated under law to report any visible or suspected child abuse, whether it is physical, emotional, or neglect, to the Department of Social Services and/or the police. Further, we will be concerned with behaviors, which may be at risk to any of the children in our programs.

Alcohol, weapons or drugs are prohibited on On Solid Grounds property. Anyone who appears to be under the influence will be denied access to the facilities. While a custodial parent cannot be barred from picking up their child from camp or any other program, if the custodial parent is found to be under influence of drugs or alcohol, the following policy will be adhered to:

It will be recommended by the Outward Bound staff to hold the child, call a cab, or find an alternate means of transporting the child to their home. If the custodial parent refuses, the police may be called. In the case of a recurring problem, the child's enrollment in the program will be in jeopardy of termination.

We ask all parents to be sensitive to this issue and not put the staff in the position where the police must be called. This policy is in effect for all On Solid Grounds facilities and premises.

# **VOLUNTEERS**

Volunteers to lead special programs or activities may be invited. Please know that all volunteers have to undergo certain requirements in order to work at On Solid Grounds. If you have any questions about a certain volunteer, please contact the Director.

**If you have any questions, please don't hesitate to call.  
Thank you for choosing Outward Bound Summer  
Camp at On Solid Grounds. Let's make this the BEST.  
SUMMER. EVER.**



DR. SABRINA PINCKNEY

**ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK**

This is to acknowledge that I have received a copy of the Outward Bound Summer Camp Parent Handbook. I understand that the handbook is intended to serve as a guide of Outward Bound policies and procedures for summer camp.

I acknowledge that I have read the information herein and understand that it describes the responsibilities of both the parents/guardians and Outward Bound for summer camp.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Child's Name

Please sign and SUBMIT to Outward Bound for your records.

Policies and procedures are reviewed periodically and are subject to revision.