



Presents

The Summer Experience

Day Camp for ages 5-12

*Character Development * Fitness * Nutrition * Friendship * New Adventures*

May 31- August 12, 2011

Camps will operate in 1-week sessions

PROGRAM LOCATIONS

Inman Recreation Center
Inman Elementary School
864.472.5162

Middle Tyger Recreation Center
Duncan Elementary School
864.949.2349

**Campobello-Gramling
School**
864.706-3777

Woodruff Leisure Center
864.476.7967

New Prospect Elementary
864.472.5162

SPARTANBURG PARKS COMMISSION

2011 SUMMER CAMP POLICIES AND PROCEDURES

- DATES:** May 31- August 12
Summer Day Camp will be closed July 2nd
- AGES:** 5-12 years (child must have completed a full day 4K program and be at least 5 years of age).
Proof of age may be required.
- TIMES:** Camp is open from **7:30 a.m. to 5:30 p.m.** An early drop off program will be offered from the hours of 7:00 a.m. – 7:30 a.m., *if a minimum of 5 children register. Those not registered for early drop off will be charged for the service if the child arrives prior to 7:30 a.m.* A late stay program will be offered from the hours of 5:30 p.m. to 6:00 p.m., *if a minimum of 5 children register. Failure to pick up your child by 5:30 p.m. (6:00 p.m. if enrolled in the late pickup program) will result in a late fee for each 5 minutes past the pickup deadline time.*
- FEES:** Deposit: \$75.00 in-district, \$94.00 out-of-district, to be applied to last camp week
Deposit is non-refundable unless you cancel by May 21.
- Weekly Fees: \$75.00 per child, for in-district residents (*\$60.00 for 5/31-6/3 & 7/5-8)
\$94.00 per child, for out-of-district residents (*\$75.00 for 5/31-6/3 & 7/5-8)
**Facilities will be closed for holidays on May 30 and July 4*
- Early drop off program: \$8.00 in-district and \$10.00 out-of-district per week
- Late stay program: \$8.00 in-district and \$10.00 out-of-district per week
- Late pick up: \$5.00 in-district and \$6.50 out-of-district per five minutes past deadline time
- PAYMENT:** Full payment is required each week of attendance and weeks indicated for attendance on registration form.
- Payments are due in advance***, no later than the ***Friday preceding the start of a new week.***
Please pay at pick up time. If payment is not received by the Friday preceding the start of a new week, a \$10.00 in-district and \$13.00 out-of-district late fee per child will be added to your charge and the child(ren) will not be accepted back into the program until all fees are satisfied.
- Fees will not be pro-rated for absences; fees will only be pro-rated for the May 31 and July 4 holidays that our facilities will observe.

REGISTRATION: Upon registration, you must choose the weekly sessions your child(ren) will attend. A one week deposit per child is required to register for the summer. This deposit will be applied toward your child's last week of pre-registered attendance. **Your deposit is non-refundable unless we receive a cancellation notice by May 21.** If your child does not attend a week to which you have previously committed, your deposit will be forfeited.

SIGN IN/OUT: **Parents/guardians will need to come into the facility to sign in and sign out your child.** Your child must be picked up by 5:30 p.m. (6:00 p.m., *if enrolled in the late pick up program*). Only those listed on the registration form will be permitted to pick up. If someone other than the parents or person listed on the registration form will be picking up your child, you must notify us in advance. This person will need to show photo identification and know your child's "code word".

SNACKS: We will provide a morning and afternoon snack. Drink machines are available at some sites. If your child prefers to buy a drink out of the machine, please send correct change. We do not keep change in the office. Children may only purchase drinks at designated snack and lunch times.

LUNCH: Children need to bring their own lunch the weeks of May 31-June 3 and June 6-10; as well as on field trip days each week. (Check calendars each week.) Lunches will not be refrigerated, so please keep this in mind when preparing them. Be sure to send the appropriate utensils. Beginning June 13, all sites, with the exception of Campobello-Gramling, will receive free lunches through a grant provided by the DSS Summer Food Service Program. The food vendor will be announced in May. Qualification for this grant is determined by the percentage of students who qualify for free and reduced lunches at each school. We encourage you to take advantage of this program, but you may continue to send a lunch if you prefer.

FIELD TRIPS: We will go on one field trip each week. Day Camp field trip fees are included in your session fees. Schedules with the times and destinations will be distributed. Due to a limited number of staff, field trips are not optional. Please have your child here by the time specified on the schedule. **If your child does not attend the field trip, you must make alternate arrangements for child care that day, as all counselors will attend the field trips.** Fees will not be prorated if your child does not attend a field trip.

Your child will be given a Day Camp T-shirt, which must be worn on all Field Trips. If the shirt is lost or you want to purchase an additional shirt, they are available for \$10.00 each.

We reserve the right to change, add, or delete any field trips from the schedule. We also reserve the right to excuse a child from a field trip due to discipline or health related issues. If this action becomes necessary it shall be the parent's responsibility to find alternate day care for the child(ren) on the field trip day.

TRANSPORTATION: Campers will be transported to field trips by Spartanburg County School District 1 buses, Spartanburg Parks Commission bus, and private charter buses. We use CDL certified School District, Parks Commission, and private party bus drivers.

ACTIVITIES: Each weekly session will have a special theme emphasis. Character development, sports, nutrition, games, arts, crafts, fitness, special events, special guest speakers, presentations, and G & PG rated movies will be offered each week. Please send a written notice if your child may not view PG rated movies. All children are expected to participate in all group activities. Due to the size of the program, one-on-one supervision is not available.

STAFF: We will have CPR & First Aid certified staff on site at all times. Counselors and Site Supervisors have passed a national Youth Leadership training, SLED check, and drug screen, in addition to participation in local staff training.

INSURANCE: Each child will be covered up to \$10,000.00 on accidental medical expenses, \$250.00 dental (no deductible) and \$10,000.00 accidental death and specific loss in any camp related activity. This is a secondary insurance policy, which you will be required to file.

POSSESSIONS: **We do not recommend that your child bring any toys, games, CD players, game boys, videos, jewelry, or anything of value to any camp programs.** We are not responsible for any items other than the property of Spartanburg Parks Commission if they are damaged, destroyed, or misplaced. **CELL PHONES ARE NOT PERMITTED AT CAMP.** In the situation where your child is asked to bring additional clothing, towels, shoes, etc. for participation in an activity, it is the responsibility of the parents/guardians to retrieve these items at the end of each day (please label all items). We are not responsible for any items/materials left after camp hours. If any items are lost, please check the lost and found.

ATTIRE: Please dress your child with proper attire for physical activity. **Tennis shoes are required.** Prior to drop off, please apply sunscreen on your child. If you send sunscreen with your child our staff will reapply it during the day if needed.

MEDICATION: If your child needs to take any medication while at Summer Camp, you must fill out a permission form, giving authorization and permission for the camp staff to administer the medicine. **The center does not provide aspirin or any other medication to any child.**

ILLNESS: If your child becomes ill or has a fever, they cannot be present at camp. If your child becomes ill during the program, a parent or guardian will be notified and will be asked to pick up the child. Your child must be fever-free for 24 hours before returning to camp.

**MEDICAL
EMERGENCY**

PROCEDURE: If your child is injured and requires more than basic first aid, the following steps will be taken:

- Staff will notify parent/guardian and depending on severity of injury, may call 911 first.
- If parent/guardian is not available, the emergency contact listed on the registration form will be contacted.
- If no one on the registration form can be contacted and it is imperative that the child be immediately transported for care, Parks Commission staff will accompany the child.
- Paramedics will take the injured child to the nearest hospital.
- The Parks Commission staff will continuously call the parent/guardian/emergency contact until someone is reached.

DISCIPLINE: Should a disciplinary problem arise, staff will respond immediately to the situation. You may be contacted to pick up your child if the problem affects the safety and well-being of another participant and/or staff member, or if the problem cannot be resolved by staff. Suspension is possible if a child deliberately harms another child and/or staff member, participates in the deliberate or willful destruction of facility property, or if staff cannot control your child's behavior. For the safety of all children and staff members, the following behaviors will not be tolerated and disciplinary action will be taken immediately:

- Foul and sexually suggestive language
- Sexually suggestive behavior
- Hitting or striking other children and/or staff members
- Insubordinate or disrespectful behavior
- Damage and/or theft to other's property
- Bringing weapons and/or illegal items to camp

Discipline may include a verbal warning, "time out" from the area of play, being sent to the office, exclusion from certain activities, and suspension for a day, week, or indefinitely. We will ask for a parent conference if discipline problems continue. If the poor behavior continues, you may be asked to make other arrangements for your child. **No refunds and/or credits will be issued if your child is removed from the program for disciplinary reasons.**

SPARTANBURG PARKS COMMISSION
Youth Development Office 864-472-3634
SPC Administration 864-595-5356



2011 Summer Camp Schedule

Mystery Theme Week (May 31- June 3)

Join us on our first short week of the summer where a new theme graces each new day! From story tellers to testing out our five senses, kids will spend the week celebrating the end of school and getting to know their fellow campers and counselors.

Sports Camp (June 6-10)

Discover fun and activity through interactive workshops. Geared for both girls and boys, campers will acquire new skills that will help them achieve a good time when engaged in various sports. Campers will form teams and will participate in competitions that incorporate their newly acquired skills.

Shiver Me Campers! (June 13-17)

Calling all land lubbers... Get set to sail on a high seas adventure this week when we school your kids in how to talk, walk, and act like a real pirate. We will celebrate all things "pirate" and round out the week with a real pirate party. Arrrr!

Game Show Mania (June 20-24)

Think you have what it takes to win big this week? Find out when we turn ordinary camp activities in to fun game show-style competitions that kids will love.

Party In The USA (June 27 – July 1)

Get a jump on your 4th of July celebrations this week where we will enjoy all things made in the USA. Dress up in Red, white, and blue for our party at the end of the week!

Outback Walkabout (July 5-8, Closed on Monday, July 4th)

Let's learn more this week about the continent and country of Australia. We'll discover everything from the Outback, to the Great Barrier Reef, and some of Australia's unique wildlife. Every day will be a g'day mate!

My Camp's Got Talent (July 11-15)

Sing, dance, and act your way to superstardom this week! Each camper will get to display their creative talents and discover ones they didn't even know they had!

Superheroes Unite! (July 18-22)

It's a bird, it's a plane, it's... Thunder Boy and Lightning Girl!?! Yes, you too can make up your own superhero name this week at camp when we assume a double identity and save the day. Kids will participate in creating their own alter-egos and can even dress the part.

Getting' Groovy (July 25-29)

It's all about peace, love, and happiness this week where campers will get to express their idea of a peaceful world through artful expressions and activities that celebrate unity and acceptance.

Rainforest Adventures (August 1-5)

Get to know what a tropical paradise is truly made of and why our rainforests are so important to our planet. This week offers a variety of fun and educational activities that focus on these regions of our world.

Summer Rewind (August 8-12)

Turn the clock back and get a chance to re-do some of your favorite activities from this summer at we close out the 2011 Spartanburg Parks Commission Summer Camp session!

Camper's Responsibility

(Parents please read and explain the following to your child.)

1. Please use your manners and treat others with respect.
2. Obey all counselors and Site Supervisors.
3. Respect the rights of fellow campers and other visitors. We can all have a good time together if we follow the Golden Rule: "Do unto others as you would have them do unto you".
4. Respect the property of others by keeping our site and the places we visit neat and clean. Help put away games and equipment when you are through. Don't damage any of the equipment, supplies, or facilities at your site. We want to be able to enjoy them all summer long.
5. Share in all of the activities that we have planned. Arts & crafts, entertainment, games, and special projects have all been planned to make your summer FUN! Participate in all that's offered. Campers can go back to individual games when each group activity is finished.
6. Be responsible for the things you bring to camp. Your bathing suit, towels, etc. are your responsibility. Every day before you leave, check to see that you are taking home everything you brought that day and not someone else's things. Parents, please label each of your child's items such as towels, sunscreen, and lunch boxes.
7. Stay with your camp group and your counselor at all times. This is one of the most important rules and it will be strictly enforced. Campers are not allowed to leave the camp site or your group at any time, for any reason. Campers are not allowed to go near or across roadways, streets, or parking areas unless accompanied by camp staff. Due to the serious nature of this offense, campers who disobey risk the loss of the day's activities and privileges, and parents will be notified.
8. Be careful and watch out for others on the playground equipment. Exercise playground safety when using the equipment. Use the equipment properly. If you see broken glass or broken equipment, tell a counselor immediately.
9. When on field trips, remember that we are guests of the places that we visit. PLEASE BE ON YOUR BEST BEHAVIOR, and thank people for letting us visit by using your best manners. That way we will be welcomed and allowed to return in the future.

DO - Make new friends, have loads of fun, share new experiences and have a terrific summer at camp!

2011 SUMMER DAY CAMP REGISTRATION

Child's Name _____ Child's Gender Male Female

Age _____ Birthdate ____/____/____ Grade '11-12 School Year _____

Address _____ City _____ Zip _____

Home Phone _____ School _____

Email Address _____

Mother's Name _____ Work Phone _____ Cell Phone _____

Father's Name _____ Work Phone _____ Cell Phone _____

DO BOTH PARENTS HAVE PERMISSION TO PICK CHILD(REN) UP? _____ Yes _____ No

If no, please list which parent CANNOT pick up: _____ (Proof of custody required.)

DRIVER'S LICENSE NUMBER OF PERSON RESPONSIBLE FOR PAYMENT: _____

Who has permission to pick up your child from camp? (Other than parents listed above)

Name _____ Relation _____ Phone _____

Name _____ Relation _____ Phone _____

*** If someone other than the parents or person listed on the registration form will be picking up your child, please notify us in advance, in writing, or by phone in case of emergency.**

* Anyone not listed on this form must have a "code word" to pick up your child. "Code word" _____

EMERGENCY INFORMATION

List two people we can call in case of emergency if we cannot reach you:

Name _____ Relation _____ Phone _____

Name _____ Relation _____ Phone _____

Preferred Doctor _____ Phone _____

My child has health issues food allergies limitations behavioral issues

If any boxes above are checked, please explain: _____

*A Medication form must on file if your child has medicine that must be taken during summer day camp hours.

Does your child swim? _____

T-SHIRTS

All children will receive a Summer Day Camp T-shirt, which they will be required to wear on all field trips. Please indicate below your child's t-shirt size:

Youth Small

Youth Large

Adult Medium

Youth Medium

Adult Small

Adult Large

PROGRAM LOCATIONS

Please check your site choice:

Inman Recreation Center

Campobello-Gramling School

New Prospect Elementary

- Middle Tyger Recreation Center Woodruff Leisure Center (combination Day Camp & Playground site)

EARLY DROP-OFF / LATE PICK-UP

An early drop-off program will be offered from the hours of 7:00 a.m. – 7:30 a.m. *only if a minimum of 5 children register.* A late pick-up program will be offered from the hours of 5:30 p.m. – 6:00 p.m. *only if a minimum of 5 children register.* There will be an \$8.00 in-district and \$10.00 out-of-district weekly fee per child for each of these programs. ***Those not registered for the early drop off will be charged for the service if the child arrives prior to 7:30 a.m.*** Please indicate below if you would like to register for one or both of these programs.

- Early Drop-Off Late Pick-Up

REGISTRATION / PAYMENT OPTIONS

The cost is \$75.00 per week in-district and \$94.00 out-of-district. **A \$75.00 in-district and \$94.00 out-of-district deposit per child is required upon registration.** This deposit will be applied to the last week of camp (August 8 – 12). Fees must be paid in advance of the first day of each week. You are expected to pay in full for each week that you check below. Failure to pay and show for a week that you have requested will result in the loss of your deposit. Fees include field trip costs for Summer Camp. **Please Make Checks Payable To: SPC**

- | SESSION DATES | EARLY/LATE STAY |
|---|------------------------|
| <input type="checkbox"/> May 31-June 3* | Early____ Late____ |
| <input type="checkbox"/> June 6-10 | Early____ Late____ |
| <input type="checkbox"/> June 13-17 | Early____ Late____ |
| <input type="checkbox"/> June 20-24 | Early____ Late____ |
| <input type="checkbox"/> June 27-July 1 | Early____ Late____ |
| <input type="checkbox"/> July 5-8* | Early____ Late____ |

- | SESSION DATES | EARLY/LATE STAY |
|--------------------------------------|------------------------|
| <input type="checkbox"/> July 11-15 | Early____ Late____ |
| <input type="checkbox"/> July 18-22 | Early____ Late____ |
| <input type="checkbox"/> July 25-29 | Early____ Late____ |
| <input type="checkbox"/> August 1-5 | Early____ Late____ |
| <input type="checkbox"/> August 8-12 | Early____ Late____ |
- *Holiday weeks – fees prorated*

Medical Release **CAMPER'S CODE OF CONDUCT**

If the parent(s)/guardian and authorized physician named above cannot be reached and immediate treatment is urgent, in the judgment of camp staff, I authorize the treatment of my child by the physician or hospital most easily accessible.

Notations: _____

Permission for Participation in Field Trips and Photographs

I hereby give approval for my child to participate in field trips as part of the Summer Day Camp between the dates of May 31 to August 12, 2011, releasing the Spartanburg Parks Commission, all staff, volunteers, and participating/sponsoring agencies of any responsibility in case of injury that may occur under proper supervision.

Participant Photographed and Interviewed: *Spartanburg Parks Commission retains the right to use photos taken by or of visitors while at SPC facilities or at events sponsored by the Commission for publicity purposes.*

Rules & Policies

I have received and reviewed the 2010 Summer Day Camp Policies and Procedures and understand I am expected to pay in full for each week I have checked.

Parent/Guardian Signature _____ Date _____

In order for everyone to have a safe and enjoyable summer, all campers must demonstrate good behavior and respect for others by following these basic rules:

CAMPERS WILL

1. Keep hands, feet, and objects to yourself.
2. Treat other campers, staff, and visitors with respect.
3. Follow the instructions of your counselor.
4. Always stay with your group.
5. Be kind to the environment, camp facilities, and field trip facilities.

CAMP STAFF WILL

1. Praise, reward, encourage, and listen to the children.
2. Reason with and set limits for the children.
3. Provide explanations related to the child's understanding.
4. Model appropriate behavior.
5. Provide natural and logical consequences for misbehaviors.
6. Use short, supervised periods of time-outs.

CAMPERS WILL AVOID

1. Hurting others or self.
2. Leaving designated areas without permission.
3. Running away from staff.
4. Disrespecting staff, other campers, and visitors.
5. Destruction of property.
6. Cursing or profane language.
7. Threatening violence.
8. Jeopardizing the health or safety of others.

For safety reasons, certain behaviors cannot be tolerated. These behaviors may result in a child's suspension or termination from the program. If such misbehaviors occur, parents will be notified and will be expected to support and work with the camp staff.

-----PLEASE CUT AND RETURN TO CAMP STAFF-----

CAMPER'S CODE OF CONDUCT

I recognize that if I do not obey the above listed rules, my parents/guardian will be notified. I further recognize that serious misbehavior or repeated misbehavior may result in my being asked to leave camp. I also recognize that good conduct on my part will contribute to a great time for all and will be a positive reflection on my family and me.

Parent/Legal Guardian Signature: _____ Date: _____

Camper's Signature: _____ Date: _____