Dear Parents, Guardians, and Caregivers,

Welcome to Gwinnett County Parks & Recreation’s Summer Camp Program. Whether you have enrolled in one of our Special Interest Camps, Preschool Camps, or General Day Camp programs, we are sure that you and your child will have a positive and enriching experience.

We have spent many hours planning curricula and selecting staff to ensure a quality, wholesome, and rewarding camp experience for each of our participants. All of our counselors have undergone and successfully completed an extensive hiring process. Each staff member is CPR and First Aid certified and has been through pre-camp training at each of our locations.

We utilize a Camp Aide program that provides young teens who are too old to attend summer camp but not old enough to be a paid counselor the opportunity to build confidence and have fun while learning the skills to become a successful leader and possibly a future counselor.

In all we do, we strive to offer safe, affordable, quality programming for you and your child. Your feedback is important. Please let us know how we are doing.

Welcome to camp!

Camp Staff
gwinnettcounty parks & recreation
Parent Handbook*

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*This handbook covers only camps conducted by Gwinnett County Parks & Recreation employees. While GCPR oversees and regulates all programs offered in our facilities, Contract and Special Interest Camps offered through GCPR and run by contracted instructors may have different requirements.

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<th>Supervisor</th>
<th>Phone</th>
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</thead>
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<tr>
<td>Best Friend Gym</td>
<td>Keith Strong</td>
<td>678.277.0222</td>
</tr>
<tr>
<td>Lucky Shoals Park CRC</td>
<td>Lisa Sharpe</td>
<td>678.277.0860</td>
</tr>
<tr>
<td>Shorty Howell Park</td>
<td>Janice Rinaldo</td>
<td>678.277.0900</td>
</tr>
<tr>
<td>Dacula Park Activity Building</td>
<td>Beth Sobocinski</td>
<td>678.277.0850</td>
</tr>
<tr>
<td>Bogan Park CRC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>George Pierce Park CRC</td>
<td>Pam Hoffman</td>
<td>678.277.0910</td>
</tr>
<tr>
<td>Lenora Park Gym</td>
<td>Tyler Ratchford</td>
<td>770.978.5271</td>
</tr>
<tr>
<td>Mountain Park Park Depot</td>
<td>Kerri O’Kelley</td>
<td>678.277.0179</td>
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<td>Mountain Park Activity Building</td>
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<tr>
<td>TILT Camps/Training</td>
<td>Janice Rinaldo</td>
<td>678.277.0900</td>
</tr>
<tr>
<td>Pinckneyville Park CRC</td>
<td>Melissa Day</td>
<td>678.277.0920</td>
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<tr>
<td>Jones Bridge Park Good Age Bldg.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rhodes Jordan Park CRC</td>
<td>Elaine Powell</td>
<td>678.277.0890</td>
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</tbody>
</table>

CANCELLATION

- Cancellation of camp registration requires a written explanation sent to the program supervisor of that camp.
- Written withdrawal requests received more than fourteen (14) days prior to the start of camp will receive a refund, minus a $50 processing fee or an amount equal to half of their total camp fee (whichever is less).
- Camp Payment Plan Fee and Transaction Fee ($51) is non-refundable and non-transferable and cannot be issued as a credit toward any class, program, or event.
- No refunds will be issued for requests made less than fourteen (14) days prior to the start of camp.
- The credit must be used within one year of issuance.
- No refunds, credits or transfers will be issued after starting date.

REFUNDS

- Camp Payment Plan Fee and Transaction Fee ($51) is non-refundable and non-transferable and cannot be issued as a credit toward any class, program, or event.
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- The credit must be used within one year of issuance.
- No refunds, credits or transfers will be issued after starting date.
FIRST DAY OF CAMP

The first day of the week is the most important day for each camper. You can help with this transition as well by doing the following:

- **Upon arrival at camp**, you will be directed to the designated area where you are to **Drop-Off** your camper each morning and **Pick-Up** each afternoon. You will be required to sign in and sign out your camper daily.
- **Complete all required paperwork prior to dropping your child off for their first day of camp.**
- **Leave enough time to escort your child into the facility and sign them in, and complete camp registration paperwork.**
- **Pack all of the items your child will require for the day. Campers must bring a non-perishable lunch, drink and 2 snacks daily.**
- **Refer to the General Camp Guidelines section of this booklet and to the individual camp information pages for items that may be specific to the camp your child is attending.**

DROP OFF / PICK UP

- Upon arrival at camp, you will be directed to the designated area where you are to **Drop-Off** your camper each morning and **Pick-Up** each afternoon. You will be required to sign in and sign out your camper daily.
- **Please bring I.D. with you each day.**
- Our camper Sign-In and Sign-Out Policy is unwavering. Only persons that have previously been listed within the Camp Registration Packet will be permitted to sign for your children. Parents/Guardians may see the Camp Director and update your list at anytime.
- **Please keep in mind that our camp sites open 5 minutes prior to the scheduled beginning time and stay open 5 minutes following the scheduled ending time.**

LATE FEES

- A fee of $1 per minute (following the 5 minute grace period) will be enforced if a camper is consistently not picked up at the scheduled ending time. This fee will be due and payable immediately on site. This policy reinforces our division standards for a cost effective, safe, and quality program.

EMERGENCY READINESS PROCEDURES

In the event an incident occurs resulting in the need to relocate campers, Parks and Recreation staff will inform the Parent/Guardian and transport participants to the staging locations listed below. To obtain a situation update, please call our main number 770.822.8840.

<table>
<thead>
<tr>
<th>Incident Location</th>
<th>Staging Location</th>
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<tbody>
<tr>
<td>Best Friend Gym</td>
<td>Pinckneyville Park Community Recreation Center</td>
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<td>Shorty Howell Park</td>
<td>McDaniel Farm Park</td>
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<td>Bogan Park Community Recreation Center</td>
<td>George Pierce Park Community Recreation Center</td>
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<td>Dacula Park Activity Building</td>
<td>Rhodes Jordan Park Community Recreation Center</td>
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<td>George Pierce Park Community Recreation Center</td>
<td>Bogan Park Community Recreation Center</td>
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<td>Mountain Park Park Depot</td>
<td>Mountain Park Activity Building</td>
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<td>Mountain Park Activity Building</td>
<td>Mountain Park Park Depot</td>
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<tr>
<td>Pinckneyville Park Community Recreation Center</td>
<td>Jones Bridge Park Good Age Building</td>
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<tr>
<td>Jones Bridge Park Good Age Building</td>
<td>Pinckneyville Park Community Recreation Center</td>
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<tr>
<td>Rhodes Jordan Park Community Recreation Center</td>
<td>Gwinnett Historic Courthouse</td>
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<tr>
<td>Lucky Shoals Park Community Recreation Center</td>
<td>Singleton Road Activity Building</td>
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We require a completed and signed Medication Dispensing Form, which is available at all camps.

If your child will be attending various camps, a signed Medication Dispensing Form is required for each location each week.

A Parent/Guardian is required to hand deliver the medications to the camp director.

If the medication is a prescription (Rx), the original up-to-date container is required to be brought daily to camp. Supply only a daily dose needed during the program times. We are unable to store prescription medications overnight.

All non-prescription medications must be in original container, and must follow same procedures. Examples include headache/pain relievers, cough syrups, and nausea medicine.

Camp staff have the discretionary authority to administer EpiPen medication to your child if the medication is supplied by you and you have signed the required release form.

If child has a fever, nausea, headache, stomach problems, we advise he/she stay home and return only when feeling better.

Your child must inform the camp staff if they start to feel ill. Upon being informed, staff will notify the Parent/Guardian to pick up child promptly.

All minor scrapes and scratches will be treated by camp staff and reported to Parent/Guardian at the end of the camp day.

Children diagnosed or being treated with infectious illnesses (chicken pox, measles, hepatitis, strep throat) or communicable diseases (head lice, body lice, ring worm) are not permitted in camp and must present medical documentation confirming resolution of illness to enter camp.

Any life threatening injury or accident that may occur during scheduled camp hours will be handled in the following steps:

   **STEP 1:** 911 will be called immediately

   **STEP 2:** The Parent/Guardian will be called next

   **STEP 3:** EMT unit may transport child to the closest medical facility for immediate care.

   **STEP 4:** EMT may advise Parent/Guardian/Camp Staff how to care for the child or any additional follow-up care required.

With prior knowledge of our guidelines, each child is made aware of the behavior expected. Regardless of the situation, each child is accountable for his/her own actions.

We let the children know we want them to succeed and we are here to help them do just that.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, we have implemented the following behavior management policies.

**List of Unacceptable Behaviors**

- Campers are not permitted to use violence, force or intimidation
- Campers may not use name calling or inappropriate behavior
- Campers may not destroy or deface camp supplies or property
- Campers may not leave the designated camp area
- Campers must keep their hands to themselves and not violate another person’s personal space
- Campers must not bring any item to camp that is prohibited including but not limited to gang or drug related paraphernalia or any item intended for use as a weapon

**Consequences in Behavior Management Policy**

- Camp staff will reward campers who exhibit exemplary behavior
- Staff is trained to recognize, act swiftly and use the following steps to correct a camper’s misbehavior as outlined
- Staff has the right to determine what is unacceptable behavior
<table>
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<td>Apology expected</td>
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<td>Age appropriate time-out</td>
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<td>Second Offense</td>
<td>Parent/Guardian Conference</td>
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<td></td>
<td>Age appropriate time-out</td>
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<td></td>
<td>Possible suspension/dismissal</td>
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<td>Third Offense</td>
<td>Parent/Guardian Conference</td>
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<tr>
<td></td>
<td>Age appropriate time out</td>
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<td></td>
<td>Suspension or dismissal</td>
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Corrective action will be taken in appropriate measure to the offense. This will be determined by the Camp Director at the discretion of Gwinnett County Parks & Recreation. Some offenses may warrant automatic suspension or dismissal (such as violence, leaving camp-site unsupervised, stealing, inappropriate touch or any illegal activity).

In the event that, in the judgment of a Camp Counselor, a camper becomes unable to direct verbally and is an endangerment to him/herself or others, the Camp Counselor may, as an exercise of their discretion, place the camper in a designated safe area and the Parents/Guardian will be notified immediately to pick them up from the program.

Every precaution will be taken to insure the safety of every camper and the measures above will not be put in motion unless the staff has deemed it as absolutely necessary. The purpose of our camps is to have fun and to create a positive community.

Safety is at the forefront of everything we do. So, it is our commitment to you to provide the best atmosphere possible for your child to have a creative and fun summer experience with us.

Gwinnett County Parks & Recreation will provide reasonable accommodations to persons with disabilities upon request.

A reasonable accommodation is assistance provided to aid an individual with disabilities with their participation. Some minimum eligibility requirements may be met in order to participate. With a reasonable accommodation, an individual can meet the basic need or essential requirements for participation.

Successful participation and accommodations will only succeed with the commitment of the recreation staff and the participants. Participants are asked to notify the recreation department regarding any and all accommodations necessary for participation at least two weeks prior to the program start date.

If accommodation requests are made less than two weeks in advance, Gwinnett County Parks & Recreation will make every effort to meet the request. If we are unable to meet the request in time, Gwinnett County Parks & Recreation reserves the right to limit or disallow registration for the requested session. However, the participant will be eligible to register for another program later in the session.
The same minimum requirements which apply to a person without disabilities also apply to a person with disabilities.

These include:

- Meeting the age and registration requirements of the program. (May be waived at Director’s discretion)
- Following the rules of conduct (with or without reasonable accommodations)
- Voluntary participation: Recreation programs and activities are voluntary in nature. Participation will be encouraged and aided
- Level of ability: with or without reasonable accommodations, the participant will engage in scheduled activities for the majority of the program time
- Ability to tolerate and function, with assistance, in a larger social group (10 or more people)

The accommodations available to assist individuals with disabilities are as follows:

- Ongoing training provided for inclusion support staff
- An enhanced staff/participant ratio, when possible
- Common adaptive activity equipment and/or supplies
- Accessible transportation will be available upon request when transportation is provided as part of an activity or program
- Changing the rules of the games/activities - as long as it does not fundamentally alter the purpose of the game/activity
- Implementation of an individual behavior modification plan
- If alternative location is available, moving the program/activity from a non-accessible location to an accessible location, while not fundamentally alter the activity
- Allowing service animals in programs

This is not an exhaustive list of the accommodations that Gwinnett County Parks and Recreation can provide. When an accommodation is requested, we will work with you to enable program participation.

### Clothing and Personal Belongings
- We suggest you send your child with a backpack CLEARLY labeled containing all of your child’s belongings—also labeled
- Do not send personal items to camp (toys, books, cell phones, video games). We are not responsible for any misplaced or stolen items or money
- Campers need to be dressed in appropriate clothing for outdoor weather, craft projects, etc.
- Clothing may not advertise alcohol, tobacco, or be offensive or suggestive in any way
- Campers need to wear closed-toe or tennis shoes, unless specified otherwise. Sandals/Flip-Flops, shoes with wheels are not permitted
- Shorts must be mid-thigh-no tube tops or halter shirts. Shirts must fully cover midriff. No visible body art or body jewelry is allowed

### Visitation and Communication
- Parents/Guardians are always welcome. We ask that you schedule visits with camp staff in advance

### Swimming, Sun & Water Activities
- A towel and swimsuit with a lining are required (no cut offs, body suits or sport bras). Bring a plastic bag for wet suit storage
- Certified lifeguards are present during swimming activities. Coast Guard approved lifejackets are allowed (No inflatables).
  **Notify the Camp Director if your child cannot swim.**
- At the beginning of each week a swim test will be given. If a child does not pass the test, they are required to wear a life vest and/or swim only in specified shallow areas
- Sun exposure is to be expected. Send sunscreen daily and instruct your child on how to apply it, our summer camp staff is not permitted to apply a lotion sunscreen.
- Camp will provide water for the children at all times. You may want to send additional water bottles for your child

### Supplemental Camp Supplies
- You may be asked to send items from home for camp projects
**General Adventure Day Camp** (Ages 7 – 13)
Bogan Park Community Recreation Center
George Pierce Park Community Recreation Center
Rhodes Jordan Park Community Recreation Center
Pinckneyville Park Community Recreation Center (4 weeks)

**Junior Adventure Day Camp** (Ages 5 and 6)
Bogan Park Community Recreation Center
George Pierce Park Community Recreation Center
Rhodes Jordan Park Community Recreation Center
Lucky Shoals Park Community Recreation Center
Mountain Park Park Depot
Jones Bridge Park Good Age Building (3 weeks)

**Mix It Up Camp** (Ages 7 – 13)
Mountain Park Activity Building

**Requirements/Reminders**
- Scheduled Camp Time 7:30am – 6:00pm or 8:00am – 6:00pm
- A late fee will be assessed for children picked up after 6:05pm
- Caregivers must sign campers in and out daily inside the program facility
- A Photo ID is required when picking up campers.
- Send swimsuit and towel at locations with pools or as instructed
- Campers personal items must be labeled and fit in a backpack
- No toys, video games, cell phones are allowed at camp
- Wear comfortable clothing and tennis type shoes only
- A weekly calendar of events and other written correspondence will be sent home with campers
- Campers are required to bring a non-perishable lunch, 2 snacks and drinks daily
- A vending area is available in some locations for campers who wish to purchase snacks and drinks. Staff is not responsible for any lost funds

Gwinnett County Parks & Recreation is committed to providing your child with a healthy and safe camp experience. We are collaborating with Children’s Healthcare of Atlanta’s Strong4Life wellness movement to empower our staff, counselors and camp aides to provide a healthy environment and be positive role models. We ask that you help support our initiatives by sending your child with a healthy lunch and snack. Water is the best way for your child to stay hydrated at camp, so please provide a re-usable water bottle that we can refill throughout the day. Check your weekly camp newsletter for tips from Children’s Healthcare of Atlanta for making the healthy choice easy and fun at home!

**Pinckneyville Park Community Recreation Center**
Collage, clay, drawing/painting, drama, science fun and more!

**Art Adventures Camp** (Ages 6 – 14) 8:00am – 6:00pm (3 weeks)

**Reminders:**
- Caregivers must sign campers in and out daily inside the program facility
- Each camper should bring a non-perishable lunch, 2 snacks and drink. Water is always available
- Each child must bring a smock
- Will need some supplies from home

**Preschool Special Interest Camps** (Ages 3 – 5; varies by camp)
Half Day morning camp; hours vary by location

Bogan Park Community Recreation Center
Dacula Park Activity Building
George Pierce Park Community Recreation Center (some camps held offsite at Gymworks)
Lucky Shoals Community Recreation Center

**Reminders:**
- Caregivers must sign campers in and out daily inside the program facility
- Child must be potty trained – no diapers
- Camper required to bring a snack
- Juice and water will be provided
- Dress child in appropriate and comfortable clothes and closed toed shoes
Camp Code of Conduct

During camp campers will:

- Exhibit proper manners
- Maintain proper voice levels when indoors or outdoors
- Show respect and consideration for fellow campers
- Respect the authority of Camp Staff and Camp Aide Leaders
- Respect camp supplies, equipment, and facilities
- Communicate needs or concerns to Camp Staff
- Respect other campers' belongings and space
- Listen and follow instructions from Camp Staff
- Participate in all activities; unless told otherwise
- Clean up behind yourself
- Treat others the way you want to be treated; be courteous

During Field Trips Campers will:

- Listen and follow directions the first time you are asked
- No pushing shoving or horseplay allowed
- Be respectful to counselor and other campers
- No name calling or insulting
- No foul language
- Keep hands and feet to yourself
- Participate all activities
- Know where your buddy is and stay with your group